

Owosso

Parks & Recreation Commission



Regular Meeting
7:30 pm
Tuesday, March 7, 2017
City Conference Room
Owosso City Hall



MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: March 3, 2017

TO: Chairman Espich and the Owosso Parks and Recreation Commission

FROM: Susan Montenegro, Assistant City Manager/Director of Community Development

RE: Parks & Recreation Commission Regular Meeting: March 7, 2017

The Parks & Recreation Commission shall convene at 7:30 pm on Tuesday, March 7, 2017 in council chambers of city hall. The focus of this meeting will be:

Business:

1. Recreation Passport Grant
2. Plunge for Parks
3. Parks Spring Cleanup
4. Disc Golf

If you have any other updates or new information before the meeting, please send it to me and the commission. Feel free to call my office number at (989) 725-0544 or email me at susan.montenegro@ci.owosso.mi.us with any questions or concerns you may have.

Please RSVP! See you on the 7th!

AGENDA
Parks & Recreation Commission
Tuesday, March 7, 2017 -- 7:30 PM
City Hall Council Chambers
301 West Main Street
Owosso, MI 48867

Call to order:

Pledge of Allegiance:

Roll call:

Approval of agenda: March 7, 2017

Approval of minutes: January 24, 2017 (no formal minutes, only discussion notes due to lack of quorum for January meeting)

Public comments:

Communications:

1. Staff memorandum
2. Minutes from January 24, 2017
3. Discussion notes from January 24, 2017
4. Recreation passport grant guidelines

Business:

1. Recreation Passport Grant
2. Plunge for Parks
3. Parks Spring Cleanup
4. Disc Golf

Public comments:

Adjournment:

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/ hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 or at (989) 725-0500. The City of Owosso website is: www.ci.owosso.mi.us

Next Regular Meeting is scheduled for **Tuesday, March 28, 2017** at 7:30 p.m.

**PARKS AND RECREATION COMMISSION
REGULAR MEETING
TUESDAY, JANUARY 24, 2017 – 7:30 p.m.
City Hall Council Chambers
301 W. Main St. Owosso, MI 48867**

MEMBERS PRESENT:

Chairman Mike Espich and Vice Chair Jeff Selbig.

MEMBERS ABSENT:

Commissioners Shane Nelson, Kristen Woodbury, Randy Woodworth,
and two vacancies.

The meeting was canceled due to a lack of a quorum.

**PARKS AND RECREATION COMMISSION
REGULAR MEETING
TUESDAY, JANUARY 24, 2017 – 7:30 p.m.
City Hall Council Chambers
301 W. Main St. Owosso, MI 48867**

MEMBERS PRESENT:

Chairman Mike Espich and Vice Chair Jeff Selbig.

MEMBERS ABSENT:

Commissioners Shane Nelson, Kristen Woodbury and Randy Woodworth.

OTHERS PRESENT:

Community Members Present: Dan Smith, Owner of Owosso PC and Electronics, Nick Sebasty, Corey Martin, and Mike Erfourth with the Owosso Soccer League.
Susan Montenegro, Assistant City Manager/ Director of Economic Development; Glenn Chinavare, Public Utilities Director

The meeting was canceled due to a lack of a quorum.

There wasn't a quorum so Ms. Montenegro suggested having a discussion session.

Ms. Montenegro explained the expense of the skate park and the grant money and how much fundraising is needed. The skate park design chosen cost \$250,000.00 plus 15% contingency for unexpected cost extras that increases the cost to \$287,500.00. She explained she will apply for a Land & Water Conservation Fund DNR Grant. This grant is a dollar for dollar match. This means approximately \$143,000.00 will need to be raised. Deduct the \$23,000.00 raised by the previous Polar Plunges. This would leave a balance of \$120,750.00. If the crowd funding grant of \$50,000 could be obtained it would bring the amount down to \$71,000.00. The amount needed to be raised would be either \$71,000.00 or 121,000.00.

Mr. Chinavare suggested the target be the larger amount.

There was a discussion on approaching area businesses to donate an amount of money.

Nick Sebasty suggested approaching Meijer for a donation. He said he knows that the corporate office does donate for things like these.

Ms. Montenegro explained to the audience that the commission will need help to raise money for the skate park.

Dan Smith owns Owosso PC and Electronics. He said he is going to take \$20.00 from each phone he fixes and put it aside for this project for a couple months. He also repairs computer and will take \$20.00 and put it towards this project.

Chairman Espich asked Corey Martin from the audience what skateboarders and bikers could do for fundraising. He suggested a summer jam at the current skate park and sell hotdogs.

Chairman Espich shared that Commissioner Woodworth would like to have the Polar Plunge on March 4, 2017. He also stated that Commissioner Woodworth has volunteered his wife to organize it.

Chairman Espich expressed the fact that the commission will need a lot more help to accomplish this.

Chairman Espich said he will speak with Mark Agnew to make a sign to put out to show the amount of money already raised.

Ms. Jones believes there is a lack of awareness for the new skate park. She said she would work to get the flyers out for the schools.

Vice Chair Selbig and Chairman Espich agreed that the whole amount needed for the skate park because the grant money is not a guarantee.

Chairman Espich asked about having a special meeting on February 7th at 7:30 p.m. for a discussion on a fundraising plan for the park and any updates.

Chairman Espich thanked everybody for attending for the discussion on the skate park.

Mike Erfourth presented a hand-out to the commission He shared with the commission the Soccer League's involvement at Hugh Parker Soccer Complex. The Soccer League had heard that the field would be ripped up and just wanted to communicate with the commission. The YMCA has a general master lease and the Owosso Soccer League sub leases. Starting this past summer the Owosso Soccer League has done some of the maintenance. They have planned and developed with Crooked Tree a plan for the maintenance of the fields. The Soccer league would like to be a party of the lease when the lease is up with the YMCA. They would like to the city to stop dumping snow there. He felt because the city dumps snow there it adds to the problem of flooding of the parking area Mr. Erfourth stated that the city also uses this area for staging of construction vehicles on the weekends blocking a lot of parking during weekend. He said this causes a problem for people finding parking places during soccer matches. He would like the city to do some of the maintenance if they can.

Mr. Chinavare asked Mr. Erfourth bring him information the quantity and pricing by budget time around mid or end of February. Mr. Chinavare said he would try and help.

Vice-Chair Selbig asked about the size of the fields. Mr. Erfourth explained the size of the fields and said that this is governed by U.S. Soccer parameters.

Ms. Montenegro asked Mr. Erfourth about what another set of bathrooms.

Mr. Erfourth said the most important right now would be a storage building.

Ms. Montenegro explained about applying for a grant for future years for possibly another set of bathrooms.

The discussion meeting ended at 8:41 p.m. no adjournment due to a lack of a quorum.



**2017
RECREATION PASSPORT GRANT PROGRAM
APPLICATION GUIDELINES**



MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural resources for current and future generations."

NATURAL RESOURCES COMMISSION STATEMENT

The Natural Resources Commission (NRC), as the governing body for the Michigan Department of Natural Resources, provides a strategic framework for the DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both state and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight, or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Michigan Civil Service Commission – Quality of Life Human Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203.

For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing, MI 48909-7925.

This publication is available in alternative formats upon request.

For information or assistance on this publication,

Telephone: (517) 284-7268 (517-28-GRANT)

FAX: (517) 373-1164

On the web at www.michigan.gov/dnr-grants

MiRecGrants Online Application System

<https://secure1.state.mi.us/MIRGS/Login2.aspx?APPTHEME=MIDNR>

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Erin Campbell, Grant Coordinator

Merrie Carlock, Grant Coordinator

Tamara Jorkasky, Grant Coordinator

Lindsay Ross, Grant Coordinator

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INTRODUCTION

This booklet has been prepared by Grants Management of the Department of Natural Resources (DNR) to guide you in preparing a Recreation Passport Grant Application in MiRecGrants for the development of land for public outdoor recreation.

Please visit the DNR Grants website at www.michigan.gov/dnr-grants

We strongly recommend that you review the entire booklet in conjunction with the online application in MiRecGrants before you begin to prepare your MiRecGrant application online.

The first section of this booklet contains a schedule for the current year.

Grants Management staff is available to assist you with any questions you may have regarding any aspect of the application process. We encourage you to contact your regional representative early in the application process. You may also call Grants Management at 517-284-7268 (517-28-GRANT) and you will be directed to the appropriate representative.

This booklet and all forms needed to complete an application package are available on our website:

www.michigan.gov/dnr-grants

The online application is available in MiRecGrants

<http://secure1.state.mi.us/MIRGS/Login2.aspx?APPTHEME=MIDNR>

The Department of Natural Resources (DNR) will not receive final information on the amount available for grants until early November, when final sales data is compiled at the end of the fiscal year. In 2016, the program had about \$1.4 million available for grants.

GRANT SCHEDULE FOR 2017

February 2017	Application Period starts in MiRecGrants.
March 2017	Recreation plans and plan amendments must be submitted electronically to Grants Management by this date.
April 1, 2017	Application due date. Application period closes in MiRecGrants.
April 2017	Applicants will receive notifications with questions for explanation, clarification, and/or supplementation of information provided in the application.
May – July 2017	Grants Management staff conducts review of all applications and conduct site visits.
August 2017	Supplemental scores go out to grantees.
September – October 2017	Grants Management staff review supplemental materials and complete final score evaluations.
November 2017	Recreation Passport Grant recommended projects are submitted to the DNR Director for final recommendation.
Early 2018	Project Agreements are issued.

The minimum grant amount is \$7,500 and the maximum grant amount is \$ 75,000.

CHAPTER 1: ELIGIBILITY AND REQUIREMENTS

In this chapter applicant eligibility for the Recreation Passport Grant Program is described, as well as program requirements and other issues you should consider when deciding whether to submit an application. More details on the information and documentation you should submit as part of your MiRecGrants application online package can be found in Chapter 2. For more detailed information about completing a development project, review the Development Project Procedures booklet on the Grants Managements website, www.michigan.gov/dnr-grants.

WHAT IS THE RECREATION PASSPORT GRANT PROGRAM

PA 32 of 2010 created the Local Public Recreation Facilities Fund to be used for the development of public recreation facilities for local units of government. Money for this fund is derived from the sale of the Recreation Passport which replaces the resident Motor Vehicle Permit (MVP) - or window sticker - for state park entrance. The passport will be required for entry to state parks, recreation areas and boating access sites. The first \$13,570,000.00 will be distributed to replace lost revenue from the elimination of the motor vehicle permit and boating access site permits, as well as to pay for administration by the Secretary of State. Ten percent of remaining revenue will be used to fund the Recreation Passport local grant program.

The grant program may only be used for local development projects. The program is focused on renovating and improving existing parks, but the development of new parks is eligible.

MINIMUM AND MAXIMUM GRANT AMOUNTS

Minimum Grant Request: \$7,500

Maximum Grant Request: \$ 75,000

ESTABLISHING ELIGIBILITY

In order to be eligible for a Recreation Passport grant, the grantee must be:

- A local unit of government, including cities, villages, townships, and counties, or any combination thereof, in which an authority is legally established to provide public recreation, such as:
 - Regional recreation authorities formed under the Recreational Authorities Act, 2000, PA 321, or trailway commissions formed under Part 721, Michigan Trailways Act, 1994 PA 451, as amended.
 - Huron-Clinton Metropolitan Authority.

School districts are eligible to apply if they meet the requirements given in the *“Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans”* (IC1924).

LONG-TERM GRANT OBLIGATIONS AND PROJECT COMPLETION

Receiving Recreation Passport assistance commits the grantee to certain long-term responsibilities. These commitments include:

- Funded projects must post a grant funding sign on the project site in a prominent location for the life of the facilities. A sign will be provided by the Recreation Passport program.
- An entrance sign identifying the site as a public outdoor recreation site open to all users must be prominently displayed.
- The recreation site must be open to all users – resident and non-resident. If a fee is charged, the non-resident fee shall be no greater than twice the resident fee.

Compliance with Program Requirements: Applicants will be evaluated based on their compliance with Recreation Passport, Michigan Natural Resources Trust Fund, Land and Water Conservation Fund, Recreation Bond Fund and Clean Michigan Initiative grant requirements.

A known, unresolved, conversion of land encumbered by any of these grant programs will result in points being deducted. If you have any unresolved conversions, contact the Grants Management Section.

Other potential compliance items that are evaluated include items such as program recognition signs and complying with Department procedures while completed grant assisted projects.

PROJECT COMPLETION

Receiving Recreation Passport assistance requires the project to be completed in a timely manner.

- The grantee must begin the project within one year of the date the project agreement is issued and be completed within two years or the grant will be subject to forfeiture.
- The grantee may apply for a single extension of no more than one year. The application must be made no later than 30 days prior to the expiration of the initial term allowed for project completion. The application must include justification for the delay in completion.

ELIGIBLE COSTS

This is a reimbursement program. All grants are paid as reimbursement for actual expenses (i.e. the community pays for the work and is then reimbursed at the percent (listed in the grant agreement) of the cost up to the grant amount). Only those costs directly associated with the construction of the project will be reimbursed, including engineering costs and the costs associated with obtaining permits. Overhead, maintenance, administration, and cost overruns are not eligible for assistance.

Estimate your project cost as accurately as possible in your application. The grant award you receive will be based on the information included in the application and cannot be increased. You will be responsible for all cost overruns and any additional costs needed to complete the project.

Grantees should anticipate submitting multiple partial requests for reimbursement as the project progresses. The final 10 percent of the grant amount will be withheld pending a final project inspection and audit of the grant file. In cases where a community submits only one request (a "first and final"), the DNR may withhold 20 percent of the grant amount, which will be released following a successful final inspection and audit.

The grant will be paid through reimbursements for expenses.

- Expenses incurred prior to the execution of the project agreement will not be eligible for reimbursement.
- Reimbursement will occur through request, with adequate documentation of expenses including all applicable copies of invoices, checks, payment sheets, change orders, documentation of force account labor and equipment, and documentation of donated labor and/or materials.
 - Donated professional services may be valued at the normal rate charged by the professional.
 - Donated volunteer labor will be valued at minimum wage.
- Ten percent of the grant will be withheld until final completion of the project.
- No further reimbursements will be made for canceled projects or projects that have not been completed within the required timeframe.
- The DNR reserves the right to seek the return to the Local Parks and Recreation Facilities Fund of reimbursements made for projects that have not been completed within the required timeframe or for projects that have been canceled.

PROJECT ELIGIBILITY

Eligible projects will have the primary purpose of providing public recreation opportunities or facilities and infrastructure to support public recreation activity. In addition, projects must fulfill the following requirements in order to be eligible:

- Current approved annual capital improvement plan (CIP) – plan must include the proposed project. Please provide meeting minutes of when the CIP was approved by the highest

governing body. If your community does not have a CIP, you must have a current approved recreation plan on file with the DNR.

- The applicant must own, have a perpetual easement, or lease the project site.
 - For leased sites: 20-year minimum if no structure; 40 years if structure involved. Any exception must be approved by DNR.
 - Leased sites with a term of less than 20 years beyond the application date are not eligible to receive grant assistance unless the lessor is a government entity and agrees to assume all grant obligations in the event that the lessor takes control of the project site.
 - Sites with lease agreements that allow for early termination of the agreement without cause are not eligible.
 - Applicants with a project on leased land or facilities must provide the lease agreement in the application for DNR review.
- Unimpeded access to the project site must be secured through ownership or an easement of term no less than the length of time that control of the project site is secured.
- The grantee must, at a minimum, design and maintain the facilities subject to the application in compliance with the Americans with Disabilities Act of 1990, as amended. Facilities that are designed for universal accessibility are strongly encouraged.
- Ineligible projects include:
 - Facilities and/or stadiums utilized primarily for the viewing of professional or semi-professional art, athletics, or intercollegiate or interscholastic sports. Facilities that are used for viewing of professional or semi-professional art, athletics, or intercollegiate or interscholastic sports, but whose primary purpose is the active recreational use by the general public for at least 75% of normal operation hours, are allowed.
 - Routine maintenance projects – these funds cannot be used to supplement the operational budget for maintenance of local parks and recreation departments.
 - Routine operational expenses.

APPLICATION REQUIREMENTS

All applicants must complete their application in DNR Grants Management's online application system, MiRecGrants, at <https://secure1.state.mi.us/MIRGS/Login2.aspx?APPTHEME=MIDNR>. Paper applications will not be accepted and will be considered ineligible. The eligible entity must register an account in MiRecGrants before they can start an application. Once an applicant is registered a Training Manual is available under the "My Training Materials" tab.

Applications must fulfill the following requirements:

- The grantee must fund at least 25 percent of the total project cost. Acceptable forms of funding include:
 - Cash outlay.
 - Credit for locally assumed costs directly related to the construction of the proposed project, including charges for local government-owned equipment and labor performed by the applicant's employees if the applicant specifies the nature and value of the items or services (In-kind/ Force Account).
 - Donations of goods and services from other organizations if the applicant specifies the nature and value of the items or services.
 - Cash donations from non-governmental entities.
 - The value of land repurposed for public recreation as part of the project. Land purchased using money from Michigan Natural Resources Trust Fund (MNRTF) or Land and Water Conservation Fund (LWCF) may not be counted towards the local match. Land currently in the park system may not be used as match. Land repurposed for public recreation includes, but is not limited to, private or unused greenspace, commercial lands or facilities, and tax reverted lands or facilities. The donor or the governmental unit must

have clear title to the land. Any such land or facilities will be valued, for purposes of contributing to the local match requirement, at twice the State Equalized Valuation (SEV).

- Match commitments must be secured no later than October 1st in the year the application was made. Proof of secured match must be provided to your grant coordinator. Examples of proof of secured match include:
 - **General fund** – Resolution from the local governing body committing to the match.
 - **Cash donations** – Letters from granting organization committing to the grant.
 - **Other grants** – Letter from granting organization committing to the grant, explaining the conditions of the award, and information on the scope of work provided by the other grant.
 - **Donation of goods and services** – Letter from the donor explaining the nature and value of the goods or service.
 - **In-kind/Force account** – Resolution from the governing body committing to the match.
- No dollars spent, materials used, land repurposed, or labor or services utilized prior to the signing of the grant agreement may be used as part of the applicant's match.
- No more than three projects may be submitted for funding per year. If submitting more than one project the entity must rank the project in order of highest priority (submitting multiple projects with similar facilities in one park location is not allowed).
- The applicant is responsible for providing the public adequate opportunity to review and comment on the proposed application. Dedicated public hearings are not required; however, the application must be an agenda item open to discussion by the general public in the normal public meetings of the local unit.
- Engineering and architectural cost may make up no more than 15 percent of total project cost.
- All projects with total project cost of \$15,000 or greater are required by state law (MCL 339.2011) to have a licensed engineer, architect, or landscape architect prepare all plans, specifications, and bid documents and verify that all construction has been completed according to acceptable standards.
- Projects of total cost less than \$15,000 are required to verify that all construction has been completed according to acceptable standards as determined by Michigan Building Code rules, but are not required to hire a licensed engineer, architect, or landscape architect. If other local, state, or federal regulations require use of a licensed engineer, architect, or landscape architect, those regulations supersede this waiver.
- Funded facility must be open and usable for the expected life of the facility, the term of which will be stipulated by the applicant in the grant application and in the subsequent grant agreement.
- The application must be submitted in MiRecGrants by the application deadline with:
 - Recreation Passport Grant Application Form
 - Application narrative.
 - Site development plan.
 - Project location map (no aerials).
 - Boundary map – delineating the legal boundaries of the park (no aerials).
 - Current annual capital improvement plan (CIP) – plan must include the proposed project. If your community does not have a CIP, you must have a current approved recreation plan on file with the DNR.
 - Certified resolution from the governing body committing to the application.
 - Documentation of local match sources – letters of commitment for match sources.

- *Documentation of Site Control Form (PR1956-1).*
- Environmental Report – if applicable.

CONTAMINATED PROPERTIES

Contaminated properties are eligible for grant assistance, provided the property can be made safe for the proposed uses and the contamination will not have a substantial, negative impact on the overall public recreation, public safety, and/or resource protection values of the site. Grant funds may not be used for environmental remediation. It must be documented by October 1st that the site is acceptable for the intended use.

CHAPTER 2: RECREATION PASSPORT GRANT APPLICATION INSTRUCTIONS

The following sections provide the information you need to complete a Recreation Passport grant application in MiRecGrants. Each form, document, and supporting evidence that makes up an application is listed and explained. Assembling the information needed to submit a complete application package takes time – it is important to start the process as early as possible. **The following information must be entered into MiRecGrants:**

REQUIRED CONTENT FOR ALL APPLICATIONS:

- Application Narrative**
- Site development plan**
- Project location map**
- Boundary map** delineating the legal boundaries of the park site (no aerials)
- Current annual capital improvement plan** (If you do not already have an approved 5-Year Recreation Plan on file)– plan must include the proposed project
- Certified Resolution** from the governing body (meeting minutes are not an acceptable document for a resolution)
- Documentation of local match sources**, letters of commitment for match sources
- Documentation of *Site Control Form (PR1956-1)* and most recent deed**
- Site Photographs** of the site where the facilities will be developed

REQUIRED CONTENT FOR SOME APPLICATIONS:

- Environmental Report** if applicable based on *Property Checklist* in Section D of the application form
- Preliminary Floor Plans** if the development is to include the construction of new facilities or structures

COMPLETING THE RECREATION PASSPORT GRANT APPLICATION FORM

This section includes additional guidance on some of the questions found in the Recreation Passport grant application form.

SECTION A: APPLICANT, SITE, AND PROJECT IDENTIFICATION

When filling out this section, note where information about the applicant (local unit of government) is requested and where information on the site for the proposed project is requested.

When filling in the title of the proposal, please include the park name and limit the number of characters to 40.

A box for “Proposal Description” has been added. This will be a short description of the project which includes the term “development,” “renovation,” or “improvements,” as appropriate, as well as any other significant features.

Example: Development of _____ at _____ Park.

SECTION B: PROJECT FUNDING

In this section, provide information on the match commitment, grant amount requested, and total project cost. Grant amounts are based on the information included in the application and are fixed at the time of the award. They cannot be increased at a later date. Grantees are responsible for all cost overruns or any additional

costs needed to complete the project. **ROUND THE TOTAL MATCH AND GRANT AMOUNT TO THE NEAREST HUNDRED DOLLARS.**

Grant Amount Requested. Indicate the amount of funding you are requesting, **rounded to the nearest hundred dollars.** Remember the \$7,500 minimum and \$75,000 maximum allowable grant request amounts.

Value of Land Repurposed to Recreation. Any such land or facilities will be valued, for purposes of contributing to the local match requirement, at twice the State Equalized Value (SEV). The land must meet the program requirements

Sources of Matching Funds

Applicants must provide at least **25 percent** of the project cost as local match. Indicate the amount for each source of local match on lines a) through e) of this section. Matching funds can come from the following sources:

- a) **General Funds or Local Restricted Funds:** Local cash from the applicant's general fund or restricted recreation funds.
- b) **Force Account Labor/Materials:** The applicant's paid employees who will work directly on the construction of the project or the cost of materials you already own that will be used in the construction of the project. This value cannot include administration or supervision costs, but may include engineering services.
- c) **Federal or Other State Funds:** Other grant funds that have been awarded.
- d) **Cash Donations:** Cash generated from donations, fund-raising, or other similar means.
- e) **Donated Labor/Materials:** Labor or materials directly related to the construction of the project from sources other than the applicant's own paid labor. Donated labor will be valued at the mean hourly wages received by Michigan Contractors Laborers, as reported by the Bureau of Labor Statistics unless the person is professionally skilled in the work being performed on the project (i.e., a plumber doing work on pipes, a mason doing work on a brick building). When a professional is volunteering professional services, the wage rate this individual is normally paid for performing this service may be charged to the project (see page 4).

Total Project Cost must equal the same total shown in Section C of the application.

SECTION C: PROJECT DETAILS

Before completing this section, you should consider the following factors:

Access for people with Disabilities. All grant-assisted facilities must, at a minimum, comply with the Americans with Disabilities Act (ADA). Be sure to incorporate state and federal accessibility requirements into your facility planning and cost estimates. Access routes **must** be provided to the proposed scope items, accessible parking and/or park access points and relevant support facilities. Facilities that directly support the scope items should be accessible.

Ineligible costs. The following costs are not eligible for reimbursement in a development project:

- Contingencies;
- Studies;
- Land acquisition costs;
- Environmental assessments or cleanup;
- Costs associated ***with the estimation of construction costs, such as consultant fees;***
- Costs incurred prior to execution of a grant agreement provided by the DNR.

Project Cost Estimate Table

You should obtain a reasonable estimate for the facilities you plan to construct with grant funds by consulting with engineering firms, other communities, and equipment manufacturers. Include the project scope item, quantity and estimated cost. Use scope items from the pull down options where possible. Do not list the same

scope item more than once. More specific details or attributes of a scope item can be included in the narrative and attachments. For example, if LED lighting is proposed, select lighting from the pull down menu and upload a catalogue sheet for an LED fixture in the Required Attachments Section. Specify sizes and quantities where appropriate (number of picnic tables, number of ball fields, etc.) for each scope item. Do not list the aspects of project execution, such as labor, construction equipment, site preparation, or raw materials. Include these costs in the appropriate scope item.

Include in the table the cost to hire a licensed engineer, architect, or landscape architect (the Prime Professional) to prepare all plans, specifications, and bid documents for grant-funded projects. The Prime Professional will also be required to certify all requests for reimbursement, including the final request and final inspection, verifying that all construction was completed according to acceptable standards. Engineering costs for these services, up to 15 percent of the project cost, are eligible for reimbursement. See Project Cost Estimate sample on the next page.

Identify in the table which scope items are designed to be universally accessible.

EXAMPLE

Project Cost Estimate Table

List the specific development scope items (play equipment, parking lot paving, landscaping) rather than aspects of project execution (materials, labor, equipment, site clearing). Do not include ineligible items such as engineering costs beyond 15% of the subtotal and contingencies. Facilities must be designed to be in compliance with the 2010 Americans with Disabilities Act Standards for Accessible Design.

SCOPE ITEM	IS SCOPE ITEM OF UNIVERSAL DESIGN?	QUANTITY	TOTAL ESTIMATED COST
Signage	<input type="radio"/> No <input checked="" type="radio"/> Yes	2	\$300.00
Landscaping	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$3,000.00
Pathway - 6' - 8' wide	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$13,900.00
Picnic Table	<input type="radio"/> No <input checked="" type="radio"/> Yes	12	\$3,000.00
Recycle Bins	<input type="radio"/> No <input checked="" type="radio"/> Yes	3	\$1,000.00
<i>(New rows will appear as rows are completed and Saved)</i>			
Other: Barrier-Free Accessibility Parking	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$4,300.00
Other: Renovation to Pavilion Structure	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$22,500.00
Other:	<input type="radio"/> No <input type="radio"/> Yes		
Do not list the aspects of project execution, such as labor, construction equipment, contingency or raw materials. <i>(New rows will appear as rows are completed and Saved)</i>			
Permit Fees			\$4,000.00
Subtotal			\$52,000.00
Engineering <i>(These fees may not exceed 15% of subtotal)</i>			\$7,800.00
Total Estimated Cost <i>(Must equal Total Project Cost amount on Section B: page)</i>			\$59,800.00

Expected Life of the Facilities

Indicate the expected life of the facilities that will be constructed with this grant. If the application is successful, the grant agreement will require that the applicant keep the funded facilities open to the public for the length of their expected life. This encumbrance will last for 20 years if no enclosed structure is involved, and 40 years if an enclosed structure is involved.

Priority of Multiple Applications

If you are submitting more than one application, please indicate the priority order, with #1 being the highest priority application. If you are submitting only one application, please leave this line blank.

Indicate in this section if you have closed, sold, or transferred any parkland or recreation facilities in the past five years or if you have a “residents only” policy at any of the parks within your system. Please note that these questions refer to your entire park system, not just those parks or facilities that have received grant assistance.

SECTION D: SITE CONDITIONS

Property Checklist

All applicants must complete this section with at least ten years of information about the environmental conditions and past uses of the site proposed development. If you have information older than ten years about potential contamination at the site and you have no information that this condition has changed, you must report it.

Environmental Conditions

If your project site has current or past users that suggest there may be contamination, or if you have inadequate information about site conditions (that is, you answered “yes” or “unknown for one or more questions), you are required to prepare an environmental report as part of your application. Your application will be considered for funding if, based on information you report, it appears the property can and will be made safe for its intended use. If an environmental report is necessary it may be appropriate to engage the services of an environmental consultant to prepare this information. If the assessment and cleanup will be conducted or funded by someone other than the applicant (such as the liable party), also upload in the application the commitment from this entity. All documents regarding the environmental report can be uploaded on the Required Attachments page under “Environmental Report”. For instructions on preparing an environmental report, please see Appendix A.

Permit Issues

Indicate all possible local, state, and federal permits needed for the proposed development, especially environmental permits, and the efforts you have taken to determine the need or likelihood of obtaining the permit. You should contact regulatory agencies as early as possible and request a written evaluation of the likelihood of receiving a permit for the proposed project. If feasible, permit applications should be submitted to the appropriate agency prior to applying for a grant.

Local agencies may include:

- County Health Department
- County Road Commission
- County Drain Commissioner

State agencies may include:

- Michigan Department of Environmental Quality www.michigan.gov/deg
- Michigan Department of Natural Resources www.michigan.gov/dnr
- Michigan Department of Community Health www.michigan.gov/mdch
- Michigan Department of Transportation www.michigan.gov/mdot

APPLICATION NARRATIVE

The application narrative is an important source of information used to evaluate and score your application. The application narrative will provide Grants Management with an overall picture of your proposed project and allow us to judge the rationale of the project. If you are proposing a universally accessible project, be sure to incorporate this information in your narrative when discussing all aspects of your project. Each section of the Narrative Form has a character limit, be thorough, but as brief as possible in your responses.

NEED FOR THE PROJECT (MAXIMUM OF 3,000 CHARACTERS)

Tell us why you are proposing this specific project for funding consideration, including the following information:

Describe how the project meets the service population’s recreation needs including unmet needs and needs that are currently met but that the application will not be able to maintain without renovation or major repairs;

- Describe the need for this project in relation to existing, similar facilities and recreation opportunities provided by both the applicant and other recreation providers. Your discussion

should demonstrate that existing facilities are inadequate to meet the need. Describe the condition and general amount of use for each scope item.

- Describe the likelihood that the project will be completed without grant assistance. And why or why not the project would be able to be completed without grant assistance.
- Explain how your parks and recreation budget will meet the added expense of developing, operating, and maintaining your proposed project.

SITE QUALITY (MAXIMUM OF 3,000 CHARACTERS)

- Provide a description of your proposed project. Include, as applicable, the type of project (new development, renovation, expansion of existing park), the park name, the acreage of the existing park, the natural features of the site, the recreation opportunities proposed in your application, the universally accessible features of the project design, and the future recreation opportunities to be developed on the site. For trailway projects, name the trailway system to which your proposed project will connect and the significant destination points along the trail.

PROJECT QUALITY (MAXIMUM OF 3,000 CHARACTERS)

Provide a detailed description of the development you are proposing, with reference to specific scope items.

- Describe the features of the site and all factors that affected your choice for the location of the proposed project. Demonstrate how the location is appropriate considering natural resources at the site, applicant's existing park and recreation system, availability of similar facilities to applicant population, proximity of the site to users, proximity of the site to other destinations, accessibility to the public and non-motorized transportation, compatibility of surrounding land uses, safety and crime considerations and any other relevant considerations.
- Describe how your design was chosen, and why it is appropriate for the proposed site's size and natural and physical characteristics. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. For example, explain why you chose a certain fishing pier design at a specific location on the body of water, or a certain trail surface in a particular area of the park.
- Describe how the overall design of the project provides convenient access routes to facilities, minimizes the impact of traffic flow on park users, minimizes environmental impacts on the surrounding environment, and how the recreation and support facilities will impact each other.
- Demonstrate how the project will incorporate environmentally sustainable features. Examples include, but are not limited to, efficient lighting, recycling bins on site, use of on-site storm water management, low water toilets, and high post-consumer content recycled products or materials (for example, asphalt, concrete, metal, plastic, glass, and rubber).

Explain how your project design meets or exceeds the requirements of the ADA (ADA requirements can be found in the 2010 Americans with Disabilities Act Standards for Accessibility Design). If you are seeking to receive points for universal accessibility, explain how the facility will achieve universal accessibility. Supplemental documentation must be provided. The *2010 Americans with Disabilities Act Standards for Accessible Design* have been approved and are effective March 2012.

Describe how you designed the project to ensure the prevention of crime. At a minimum, include the following information:

- The features you incorporated into the design to maximize the visibility of people and parking areas;
- How you will define property lines to minimize trespassing over adjacent private property;
- How you will ensure that public routes and entrances are clearly evident to park users;
- What plans you have for monitoring the site at appropriate times and locations.

Describe the methods you will use to publicize and promote your project to the public. Examples may include:

- Informational booklets/brochures;
- Web site;
- Radio/television;
- Presentations to schools, organizations, clubs, and other groups;
- Special events such as fairs and festivals;
- Newspapers/magazines.

APPLICANT HISTORY (MAXIMUM OF 2,000 CHARACTERS)

The applicant should provide an overview of their maintenance activities in existing parks, including a maintenance budget. If the applicant has issues of non-compliance with previous DNR recreation grants, they should comment on the status of resolution to those issues. The applicant should provide any other information they believe will give us a more complete understanding of the proposed project and assist us in evaluating the application.

ATTACHMENTS

Links may be used to complete the application, but relevant documents or excerpts, should be uploaded in the appropriate locations within the application in MiRecGrants. All location maps, site development plans, boundary maps, and other graphic information should be **8.5 inches by 11 inches** in size and must be clear, legible, detailed, and appropriately labeled. You may also upload larger versions of any or all of them. Grants Management staff uses these materials to evaluate your application and to find and evaluate the sites. Acceptable file types are doc, xls, jpeg, tiff, and pdf.

SITE DEVELOPMENT PLAN

The site plan must show the entire site to be developed, and should delineate and label the location and type of all proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. Surrounding land uses should also be noted.

If there are currently any non-recreation uses in the project site or such uses are proposed for the future, these uses should be clearly depicted on the site plan and excluded from the project boundary.

The placement of all scope items proposed in the application should be depicted on the site plan. It should be clear which items already exist, which are parts of the proposed project, and which are parts of a plan for future development. Site plans should represent the final plans for the proposed project, subject to minimal change during project implementation.

All proposed facilities must be designed in accordance with state and federal barrier-free accessibility requirements. The site development plan should indicate that all grant-funded facilities will be accessible to persons with disabilities and include features such as walkways, ramps, and other items required to provide access. If the project includes a playground, be sure accessible safety surfacing and access routes are included. The site development plan should also indicate that existing facilities (such as parking lots and restrooms) that will support the proposed facilities are or will be made accessible. Applications that do not clearly indicate that existing support facilities are or will be made barrier-free may receive a lowered score (see Appendix C).

For trailway projects, indicate on your site development plan the destinations to which the proposed trailway project will connect. Also include in your application package a map of the trail network (existing or proposed) to which your project will link.

PROJECT LOCATION MAP

The project location map should be sufficiently detailed so that a person (such as your regional representative) unfamiliar with the site and your community can find the site using only the map. The map should include the address of the park, street and road names, landmarks, and an indication of compass direction.

DOCUMENTATION OF LOCAL MATCH SOURCES

You must provide written documentation for some of the match sources you indicated on your application form, as follows:

If any portion of the match is to be made up of funds from **other grant funding sources**, include a copy of the scope of work and budget provided for in the other grant application.

If any portion of the match is to be made up of **cash, labor, or materials** include a letter from each donor committing to their donation.

If the applicant is repurposing land, documentation of ownership in the form of a deed, a commitment from the landowner (if the land is not owned by the municipality), and

If the donor is an **adjacent community** contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.

CERTIFIED RESOLUTION

The highest governing body of the local unit of government must pass a resolution (meeting minutes are not an acceptable document for a resolution) supporting the application within six months prior to the application deadline. For example, an application from a county, the resolution must come from the County Board of Commissioners. The resolution needs to:

- List and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application;
- Be sealed or otherwise authenticated.

See Appendix D for sample resolutions.

BOUNDARY MAP

Boundary maps must clearly define the boundary of the parkland to be developed. Use permanent landmarks such as streets and water bodies, as well as dimensions, to clearly define the area. The boundary map must match the area described in the *Documentation of Site Control Form* (PR1956-1). This map, in conjunction with the site control form and documentation, is used to determine if you have adequate control over the property to be developed. This boundary also represents the area that the grantee and the DNR considers dedicated to public recreation use for the life of the facilities.

Any non-recreation uses must be excluded from the project area boundary. Normally, the entire park that receives Recreation Passport support will be included in the boundary of the grant. However, in some cases it may make more sense to encumber a smaller area of a larger park if the smaller area can be considered a stand-alone recreation site. Factors to consider are whether the smaller area has its own access and parking, and if changes to the remainder of the site could impact the recreation uses of the grant-assisted site.

CURRENT ANNUAL CAPITAL IMPROVEMENT PLAN (CIP)

The municipality must submit its current annual capital improvement plan (or a multi-year plan) that contains the project. These plans are used by municipalities to plan, in a non-binding fashion, their future construction needs. Please provide meeting minutes of when the CIP was approved or explain how the project was discussed, this helps to demonstrate that the project has been vetted through the normal approval processes of the municipality. If you already have an approved 5-Year Recreation Plan on file with Grants Management and this project is identified in it, then you do not need to submit a CIP.

DOCUMENTATION OF SITE CONTROL FORM (PR1956-1)

Indicate the type of control you currently hold. The applicant must own the appropriate land rights at the time of application and provide a copy of the most recent deed. Leased properties are only eligible under certain circumstances described on page 5.

SITE PHOTOGRAPHS

Photographs, digital images, or photocopies can show important natural features, existing development, and surrounding land uses. Pictures should be labeled to indicate what is in the picture, the compass direction and how the picture relates to the site plan, such as the placement of proposed new facilities.

SUPPLEMENTAL SUPPORTING DOCUMENTATION

Preliminary Floor Plans

If the proposed project includes construction of any new building or structures the application must include basic floor plans for these structures and universally accessible design features. They do not have to be measured drawings, but should show the relevant structures and approximate dimensions. Catalogue drawings or illustrations are acceptable. If you are proposing to develop a universally accessible facility you need to provide us with drawing samples to earn the points in most cases. For example, if you proposing to develop a universally accessible playground, you should provide us with samples of the play equipment and surfacing.

Environmental Report

If your project site has current or past users that suggest there may be contamination, or if you have inadequate information about site conditions (that is, you answered “yes” or “unknown” for one or more questions), you are required to prepare an environmental report as part of your application. Your application will be considered for funding if, based on information you report, it appears the property can and will be made safe for intended use. If an environmental report is necessary it may be appropriate to engage the services of an environmental consultant to prepare this information. If the assessment and cleanup will be conducted or funded by someone other than the applicant (such as the liable party), also include in the application package a written commitment from this entity. For instructions on preparing an environmental report, please see Appendix A.

Correspondence Regarding Permitting Issues

If you have received any correspondence from a regulatory agency about your proposed project, include a copy in your application package.

CERTIFICATION

SIGNATURE

The application must be submitted by the authorized official of the local unit of government applying for Recreation Passport Grant Program assistance. This person must be authorized to make a commitment of the necessary resources to complete the project.

By submitting the application, the local unit of government is certifying that they:

1. Have read and understand all of the information included in the Recreation Passport Grant Program booklet (IC1956) and the MiRecGrant on-line application, and
2. Are prepared to commit the necessary resources to complete the project as proposed, including sufficient funding to initiate the project prior to receiving reimbursement of costs incurred, and
3. Are prepared to dedicate the entire park area developed with Recreation Passport assistance, as described in the project agreement, to public outdoor recreation for the expected life of the facilities constructed under the grant.

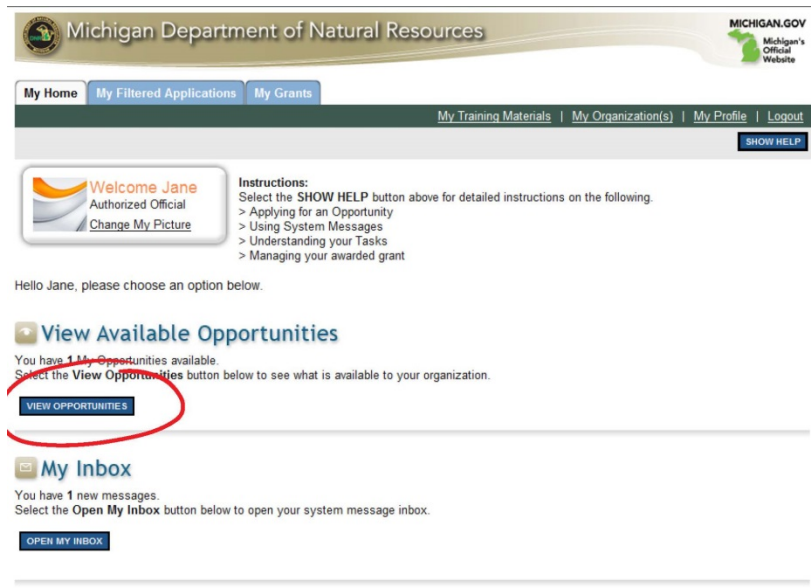
CHAPTER 3: SUBMITTING DOCUMENTS IN MiRECGRANTS

Starting in 2014, RGP grants must be submitted in MiRecGrants. Anyone who is attached to an application document will receive auto-generated notices from MiRecGrants. Whoever is working on the applications should check e-mail regularly and feel comfortable working in the system. The application pages in MiRecGrants are very basic and this application guideline booklet provides additional instruction and should be reviewed thoroughly by the applicant.

SUBMITTING AN APPLICATION

The Authorized Official is the only role which can initiate and submit a grant application. Other staff can be added to the local unit of government's MiRecGrants account (Agency Staff, Financial Staff, etc.) and then added to the application document. Consultants can also be added to the document. These other roles can make changes to documents which are initiated by the Authorized Official. The following are steps to submit an application.

1. Authorized Official log into MiRecGrants.
2. Click on "Available Opportunities", look for the grant you want to apply for and click initiate application. Verify you do want to start an application. You have now created an RP application.



3. Click the View Forms button under View, Edit and Complete Forms on the Recreation Passport Application Menu. Complete all application pages. The Authorized Official, Agency Staff or Consultant can upload and make changes to application pages in the system. Make sure to save after each upload, after making changes to a page or before navigating away from the page. Changes will not automatically be saved.

Recreation Passport Application Menu

Michigan Department of Natural Resources MICHIGAN.GOV
Michigan's
Official
Website

My Home | My Filtered Applications | My Grants | My Recreation Plans | My PSB | My ACQ | My Reimbursements

My Reports | My Administration | My Training Materials | My Organization(s) | My Profile | Logout

[SHOW HELP](#)

[Back](#)

Recreation Passport Grant Application Menu

Document Information: [RP16-0018 \(1\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Recreation Passport Grant Application	Markey Township - Roscommon	Grant Coordinator	Final Scores Available	04/01/2016 - N/A 10/03/2016 3:00PM EST

b View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

c Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

d Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS](#)

e Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

[VIEW RELATED ITEMS](#)

f Perform Administrative Tasks

Select the **View Administrative Tasks** button below to perform actions such as completing a review, generating a contract, requesting modifications, etc.

[VIEW ADMINISTRATIVE TASKS](#)

Forms Menu

[Back](#)

Recreation Passport Grant Application Menu - Forms

Please complete all required forms below.

Document Information: [RP16-0018 \(1\)](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Application				
	Section A: Applicant Site and Project Information		Wendy Engle 2/4/2016 1:29:48 PM	Merrie Carlock 11/15/2016 10:32:17 AM
	Section B: Project Funding and Explanation of Match Sources		Wendy Engle 2/23/2016 3:59:21 PM	
	Section C: Project Details		Wendy Engle 2/23/2016 4:05:00 PM	Wendy Engle 9/27/2016 11:01:10 AM
	Section D: Site Conditions		Wendy Engle 2/4/2016 1:40:29 PM	Wendy Engle 3/29/2016 4:46:06 PM
	Application Narrative		Wendy Engle 3/15/2016 3:54:12 PM	Wendy Engle 3/30/2016 12:36:30 PM
	Required Attachments		Wendy Engle 3/21/2016 2:11:37 PM	Wendy Engle 4/18/2016 2:19:30 PM
	Additional Information			
	Certification of Authorized Official		Wendy Engle 3/31/2016 10:02:23 AM	
	Change Application Status (Submit/Cancel)			

4. Once all pages are complete and there not any page errors, the next steps must be completed by the Authorized Official. Click on the application number at the top of the screen next to Document Information.
5. Click on the RP Application Menu, click the View Status Options button under Change the Status and then submit the application by changing the status to “Application Submitted”. This is the menu you will go to throughout the application process to change the status.
6. Click Application Submitted. Make sure the application is submitted before the application deadline or you will be unable to complete the application process.

Please note: after you have completed steps 1-2 above, you have initiated an application and there is a document number exclusive to that application. It will be in a format similar to this – RP17-1234. If you leave this page and want to return to it, login and click on the blue ‘My Applications’ tab and search for it. If you use steps 1-2 above again, it will create a brand new application. If you need start multiple applications complete all of the steps listed above.

ADMINISTRATIVE COMPLETENESS

After your grant is submitted, your Grant Coordinator will complete an Administrative Completeness Review. This is a preliminary review of required documents such as the notification of public meeting and meeting minutes. You will be given a period of time to provide missing information. Failure to provide the correct documents may cause the application to be ineligible for consideration. This is a minimal review to ensure that the application includes the required minimum contents and does not include qualitative evaluation of the submitted materials.

At this time, you will only be allowed to upload the documents identified in the Administrative Completeness Review. You must upload those documents in the Required Attachments Section of the application. You must not delete or alter any portion of the application. New documents must be identified in the file name with the ending, updated and the date.

When the documentation is uploaded and saved, the Authorized Official will submit the changes by changing the status to “Additional Information Submitted”.

SUBMITTING SUPPLEMENTAL INFORMATION

After you received your preliminary grant scores there will be a period of time to upload supplemental material to clarify information or to try to increase your score. You will only be able to modify Section B: Project Funding and Explanation of Match Sources, Section C: Project Details and the Supplemental Information Page. If you want to submit supplemental information the Authorized Official must change the status to “Supplemental Information in Process”.

- If you are modifying the request or match amount or source you must update Section B.
- If you are modifying the scope items or parcel information you must modify Section C. The totals for Section B and Section C must be the same.
- The Supplemental Narrative Page includes a narrative box and an area to upload documents.
 - Uploads are limited to 25 MB. For another upload box to appear you must save a document. You are limited to 10 upload boxes so you may have to combine documents.
 - If you are adding scope items, they will not be counted if they are only listed in the narrative. They must be added to Section C.
- After you have completed uploads, the Authorized Official must submit the document by changing the status to “Supplemental Information Submitted”.

GENERAL MiRECGRANT INFORMATION

MiRecGrants Notifications – The Authorized Official and anyone else who is added to the application document in MiRecGrants will get system generated e-mails when there is a status change and may also receive e-mails from the Grant Coordinators. Do not reply to any e-mail notifications from MiRecGrants. System messages will come from the e-mail address mirecgrants-noreply@michigan.gov. If you receive an e-mail it may direct you to complete additional steps or pages.

ADDING “MEMBERS” TO YOUR MiRECGRANTS ACCOUNT

Consultants must register their own companies in MiRecGrants. They should not be added as Agency Staff to a local unit of governments account. For local units of government the Authorized Official can add members to their organization. For consultants the Key Person can add members to their organization.

1. Log in to MiRecGrants
2. Click the My Organization link
3. Click Organization Members
4. For brand new users Click Add Members, click Add Members button, fill out the information, and select the role Agency Staff or other similar role (local units of government) or Consultant (Consulting companies). Click the Save button at the top of the page. You will need to let that person know their login and password.
5. For an existing user, such as a Consultant being added to a local unit of government, click Add Members, enter name and click Search button, select person and role and click the Save button. They will already have a user name and password.
6. If a document already exists you will need to use the Adding people to documents steps below.

ADDING PEOPLE TO DOCUMENTS

Members of your organization will not automatically have access to your documents. To add members of your organization or consultants to a document the following steps must be completed by the Authorized Official.

1. Log in to MiRecGrants.
2. Open your grant application.
3. From the RGP Application Menu click the View Management Tools button under Access Management Tools.
4. Click Add/Edit People.
5. Click the box next to the person you want to add, select the role (agency staff, consultant, etc.) and click the Save button. It will automatically select the current date. Do not put an end date unless you don't want that person to have access to the document after a certain date.

CHAPTER 4: APPLICATION SCORING CRITERIA

The scoring criteria used by staff are described in this chapter.

In some cases, staff will also visit a site as part of the application evaluation process; however, do not rely on site visits as a way to communicate project information.

NEED FOR THE PROJECT (MAXIMUM OF 90 POINTS)

Factors in determining the score for this criterion include: rationale, financial need, if the project is a renovation and the priority ranking of the project (if the applicant submits more than one application).

- A. Rationale: (0, 15, or 30 points)
 - i. Applicant does not demonstrate a general scarcity of parks and recreation services and does not demonstrate a scarcity for the specific recreation service type which will be provided by the project.

- ii. Applicant does not demonstrate a general scarcity of parks and recreation services, but demonstrates a scarcity of a specific recreation type which will be provided by the project.
 - iii. Applicant demonstrates a scarcity of parks and recreation services.
- B. Financial Need of the Applicant: (0, 15, or 30 points)
- i. Upper 1/3 and higher Median Household Income.
 - ii. Middle 1/3 Median Household Income.
 - iii. Bottom 1/3 Median Household Income.
- C. Renovation (0 or 20 points) - Project is renovation of a facility that is beyond its life expectancy (20 years for outdoor structures, 40 years for enclosed structures)
- D. Priority (0 or 10 points) - The applicant submitted only one application or, if the applicant submitted multiple applications, this application is the highest priority.

SITE QUALITY (MAXIMUM OF 20 POINTS)

Applications are evaluated on the quality of the project site based on the following factors, based on information in the site plan, location map, design drawings, photographs, application narrative, and on observations during the site visit.

- A. Location of Project Site (0, 5 or 10 points)
- i. There are many concerns with the location of the development given the natural resources present, the applicant's existing park and recreation system, location of similar facilities, proximity to users, proximity to other destinations, accessibility to public and non-motorized transportation, compatibility of surround land uses, safety considerations and other relevant factors.
 - ii. There are some concerns with the location of the development given the natural resources present, the applicant's existing park and recreation system, location of similar facilities, proximity to users, proximity to other destinations, and accessibility to public and non-motorized transportation, compatibility of surrounding land uses, safety considerations and other relevant factors.
 - iii. The location of the development is appropriate given the natural resources present, the applicant's existing park and recreation system, location of similar facilities, proximity to users, proximity to other destinations, accessibility to public and non-motorized transportation, compatibility of surrounding land uses, safety considerations and other relevant factors.
- B. Ease of Access (0, 5 or 10 points)
- i. Site is difficult to locate and is difficult to recognize as a public park.
 - ii. There is some difficulty in recognizing that the location is a public park, or the location is somewhat difficult to locate.
 - iii. The site is easily recognizable as a public park and is easy to locate or will have adequate directional signage in place.

PROJECT QUALITY (MAXIMUM 70 POINTS)

Applications are evaluated on the quality of the project based on the following factors, information in the site plan, location map, design drawings, photographs, application narrative, and observations during the site visit. Project Quality scores will also be compared among applications submitted in the same application round.

- A. Quality of Overall Park and Recreation Facility (0, 5 or 10 points):
- i. The application does not clearly describe the proposed, existing, and future facilities at the site or there are strong concerns about the expected traffic flow, access to facilities, environmental impacts or the impact facilities will have on each other.
 - ii. Application clearly describes the proposed, existing, and future facilities at the site, including clear site plans. However, there are concerns about the expected traffic flow,

access to facilities, environmental impacts or the impact facilities will have on each other.

- iii. Application clearly describes the proposed, existing, and future facilities at the site, including clear site plans. Expected traffic flow pattern is safe and convenient, access routes are provided to all facilities, facilities are placed to have the least environmental impact, layout maximizes groundwater infiltration, and the recreation and support facilities do not negatively impact each other.
- B. Compatibility (0, 5 or 10 points):
- i. The development has poor compatibility with the site.
 - ii. There is some concerns about the compatibility of the site and its intended use.
 - iii. Facilities size and cost are appropriate and development is fully compatible with the size, natural and physical characteristics of the site.
- C. Programming/Marketing (0, 5 or 10 points):
- i. The applicant has no plan for publicizing the project and facilities, including any universally designed facilities in the project.
 - ii. The applicant has a partial plan for publicizing the project and facilities, including any universally designed facilities in the project.
 - iii. The applicant has a clear plan on how to make the public aware of the project and facilities, including any universally designed facilities in the project.
- D. Safety Measures (0, 5 or 10 points):
- i. User safety concerns have clearly not been incorporated into project design.
 - ii. User safety at the site is addressed through project design incorporating the above design considerations; however, some parts of the park raise concerns for user safety.
 - iii. User safety at the site is addressed through project design incorporating the following: as appropriate, maximization of visibility of people and parking areas, adequate lighting, hours of operation are or will be clearly posted; project is monitored at appropriate times and locations as necessary; physical layout clearly defines property lines and provides adequate separation with private spaces if appropriate for the development; trails within parks minimize dead ends; public routes are clearly defined; and facilities in fire-prone areas are designed to protect from fire damage.
- E. Environmental Sustainability (0, 5 or 10 points):
- i. No facilities in the application utilize environmentally friendly materials and design.
 - ii. Some facilities in the application utilize environmentally friendly materials and design.
 - iii. Use of Environmentally Friendly Features (Note: Project must include at least three qualifying features to receive points.
 1. Pervious paving materials
 2. Recycling bins on site
 3. Reduction of energy use
 4. Landscaping with native plants
 5. Use of natural renewable resources (solar, geothermal, etc.)
 - a. Using building materials with high content of post-consumer recycled materials
 - b. Toilets or other reduction of water use
 - c. Efficient lighting
 - d. Storm water management
 - e. Other
- F. Universal Accessibility of Park and Facilities (0, 10 or 20 points):
- i. NONE of the proposed facilities incorporate Universal Design and/or insufficient documentation was provided.

- ii. SOME of the facilities incorporate Universal Design and are designed beyond the 2010 ADA Standards and current Accessibility Guidelines for Outdoor Developed Areas. Dimensions, preliminary drawings or cut-sheets were provided to demonstrate Universal Design features.
- iii. ALL of the proposed facilities incorporate Universal Design and are designed beyond the 2010 ADA Standards and current Accessibility Guidelines for Outdoor Developed Areas. Meeting minutes or letters documenting dialogue with persons with disabilities were provided. Dimensions, preliminary drawings or cut-sheets were provided to demonstrate Universal Design features.

APPLICATION HISTORY (MAXIMUM 40 POINTS)

The main factors considered under this criterion are the applicant’s performance in handling recreation grants in the past five years under the MNRTF, LWCF, 1988 Recreation Bond program, and Clean Michigan Initiative (CMI)–Recreation Bond program and the applicant’s stewardship and maintenance of their existing parks and recreation system.

- A. Stewardship of Existing Facilities (0, 10 or 20 points):
 - i. Applicant is in compliance with all requirements at park sites that have been acquired or developed with recreation grant assistance in the past, including signage requirements. Also, the applicant has complied with DNR procedures while completing grant-assisted projects (acquisition and development).
 - ii. Applicant has not closed, sold, or transferred use of a park or public recreation facility for non-public recreation purposes, or the applicant has never received a grant.
- B. Maintenance of Existing Facilities (0, 5 or 10 points):
 - i. The park and public recreation sites in the applicant’s system are appropriately operated, maintained and staffed.
- C. Past Per Capita Grant Assistance (0, 10, or 20 points):
 - i. The applicant has received no Recreation Passport Fund (RPF), MNRTF, or LWCF grant assistance in the past five years (20 points), the applicant has received below the median of per-capita LPRFF, MNRTF, or LWCF grant assistance in the past five years (10 points), the applicant has received above the median in per-capita RPF, MNRTF, or LWCF grant assistance in the past five years (0 points).

CONVERSATION HISTORY (-20 POINTS)

Applicant has a known, unresolved conversion of a grant-assisted site where the new use does not qualify as public outdoor recreation.

RECREATION PASSPORT TIE BREAKING CRITERIA

In the event that any projects receive the same total project score, they will be prioritized according to the past per capita grant assistance amount.

APPENDIX A: ENVIRONMENTAL REPORTS

Contents and Headings for an Environmental Report

- A. Title Page:** The title page should include the following: Environmental Report for project name, applicant name, the name and qualifications of the person who prepared the Environmental Report, and the date it was prepared.
- B. Site Conditions:** A summary of current site conditions including any potential for contamination.
- C. Environmental Assessment Results:** A summary of the results of any environmental assessments conducted to date.
- D. Assessment and Cleanup Actions Needed:** Summarize the information available on the assessment activities that may be needed to delineate the contamination. Discuss the cleanup actions that may be needed to make the site safe for recreation use and meet the applicant's due care obligations under the state cleanup law, Part 201 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Also discuss to what degree the cost of assessment and cleanup actions have been determined.
- E. Implementation Responsibilities:** Indicate who will conduct and fund the assessment and cleanup actions that may be needed.
- F. Tentative Schedule:** A tentative schedule for completion of assessment and response actions and a discussion of how these actions will impact development and long-term recreation use of the site. The report should indicate that completion of assessment and response actions will not delay completion of the project during the DNR-approved project period or interfere with the requirement that the entirety of a grant-assisted site be committed to public recreation use in perpetuity.
- G. Confirmation Statement:** A written statement signed by the applicant confirming that you understand the following:
 - i. If grant funding is recommended, the applicant will be required to submit additional, detailed information to the DNR regarding property conditions by October 1st or the grant is subject to cancellation. If this information indicates the property may be contaminated, the applicant must obtain written DNR approval before developing the property.
 - ii. The grant is subject to cancellation if the additional information indicates the site will not or cannot be made safe for its intended use within the grant project period; or the presence of contamination, even with the implementation of due care actions, will have a substantial negative impact on the overall recreation or resource protection values of the site.

APPENDIX B: SOURCES OF INFORMATION ON ACCESSIBILITY AND UNIVERSAL ACCESS

U.S. ACCESS BOARD

<http://www.access-board.gov/guidelines-and-standards/recreation-facilities>

The U.S. Access Board is designated by the Americans with Disabilities Act (ADA) as the agency responsible for developing minimum accessibility guidelines to ensure that new construction and alteration of facilities covered by ADA are accessible and useable by people with disabilities. The Access Board has put out the following guidelines that should be used by *Access to Recreation* applicants to determine the criteria they must exceed to achieve universal accessibility:

- 2010 Americans with Disabilities Act Standards for Accessibility Design
www.ADA.gov/2010ADASTandards-index.htm
- Recommendations for Accessibility Guidelines for Outdoor Developed Areas
<http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/final-guidelines-for-outdoor-developed-areas/single-file-version-of-fule#text>

These and other publications available from the Access Board can be ordered at:

www.access-board.gov/po1.cfm

The Access Board also has a website that provides links to a number of organizations whose mission is to provide access for persons with disabilities at:

<http://www.disability.gov>

United States Access Board
1331 F Street, NW, Suite 1000
Washington, DC 20004-1111
Voice: (800) 872-2253 TTY: (800) 993-2822 FAX: (202) 272-0081

NATIONAL CENTER ON ACCESSIBILITY

<http://www.ncaonline.org>

The National Center on Accessibility is a collaborative program of Indiana University and the National Park Service. It provides information on access for people with disabilities in recreation.

National Center on Accessibility
501 North Morton Street - Suite 109
Bloomington, IN 47404-3732
Voice: (812) 856-4422 TTY: (812) 856-4421 FAX: (812) 856-4480

THE CENTER FOR UNIVERSAL DESIGN

www.ncsu.edu/ncsu/design/cud

The Center for Universal Design is a national information, technical assistance, and research center that evaluates, develops, and promotes accessible and universal design in housing, commercial, and public facilities, outdoor environments, and products.

The Center for Universal Design
College of Design
North Carolina State University
Campus Box 8613
Raleigh, NC 27695-8613
E-mail: cud@ncsu.edu

GREAT LAKES ADA AND ACCESSIBILITY ASSISTANCE CENTER

www.adagreatlakes.org

The Great Lakes ADA and Accessibility Assistance Center provides information, materials, technical assistance, and training on the Americans with Disabilities Act. Topics addressed includes the non-discrimination requirements in employment, the obligations of state and local governments and business to ensure that programs, services and activities are readily accessible to and useable by people with disabilities.

DBTAC: Great Lakes ADA Center
University of Illinois at Chicago
Institute on Disability & Human Development (MC 728)
1640 West Roosevelt Road, Room 405
Chicago, IL 60608
Technical Assistance/Voice/TTY: 800-949-4232 FAX: 312-413-1856
Email: gldbttac@uic.edu

MICHIGAN DISABILITY RESOURCES

www.michigan.gov/disabilityresources

The Michigan Department of Energy, Labor & Economic Growth created this website, which is devoted specifically to the interests, concerns, and needs of Michigianians with disabilities. The website offers information on services and programs for people with disabilities offered by the state of Michigan as well as other sites of interest.

APPENDIX C: GUIDANCE ON DESIGNING SPECIFIC TYPES OF RECREATION AND SUPPORT FACILITIES FOR UNIVERSAL ACCESSIBILITY

Universally designed recreation experiences have characteristics that make them easier to use by everybody, including people with a variety of different abilities and limitations. Designing for universal access means going beyond the minimum requirements of the ADA so that all people in the community, including those with disabilities, may enjoy the recreation opportunities provided. We encourage you to design your project to be universally accessible. Facilities that utilize universal design accommodate all potential users with disabilities, and their design exceeds the specifications given in the 2010 Americans with Disabilities Act Standards for Accessibility Design (see appendix B). We encourage the design of the project to follow the Principles of Universal Design (see appendix B):

- Equitable use;
- Flexibility of use;
- Simple and intuitive use;
- Perceptible information;
- Tolerance for error;
- Low physical effort;
- Size and space for approach and use.

Beyond the facilities themselves, universal design projects should be designed to allow all users to move freely among all the recreation and support facilities at the site. Existing support facilities, such as restrooms and parking lots, should at least meet accessibility requirements of the ADA. Any support facilities that are part of the proposed project should be designed to be universally accessible. There should be no separate routes, ramps, or entrances for users with disabilities; all should be able to access the park and its facilities in the same manner. Directions and other information usually conveyed to users through signs and brochures should be available in other formats, such as audio interpretation.

Once the project is completed, it will likely be necessary to provide additional outreach to the public to make them aware of the project and to encourage people with disabilities to take part in the programs offered. You may also need to train your staff to interact positively and effectively with people of differing abilities. Finally, maintaining a park for universal access requires an added amount of effort and attention to day-to-day maintenance concerns. For example, some types of safety surface materials used under play equipment need to be replenished or replaced often, trails need to be kept clear of debris, tree branches or shrubs may need to be trimmed more often, and equipment must be kept in good condition.

The following table lists design aspects that should be considered when designing the specified type of recreation or support facility for universal accessibility. This guidance is not exhaustive or mandatory, but it will be used by Grants Management staff when reviewing your application for universal accessibility.

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
Trail: nature trail, walkway, pathway, etc.	<ul style="list-style-type: none"> - wider width so two people can walk side by side or people can pass - unitary surface like concrete, boardwalk or asphalt, crushed aggregate/screenings that have been “stabilized” or natural soils enhanced with soil stabilizers - transition plates between trail and pedestrian bridges, decks, etc. - contrasting color treatment of the surface and textured surface treatments such as brushed concrete at intersections or interpretive stations to cue people who have vision impairments that there is something to pay attention to at that spot - close to level cross slopes (side to side) and very gentle running slopes, no steep sections, larger (greater than 60”X60”) level areas at all turns and intersections - thoughtfully laid out on the site to maximize the experience with minimal difficulty - accessible amenities such as benches, restrooms (port-a-johns), drinking fountains, etc.
Boardwalk: wetland and water access	<ul style="list-style-type: none"> - wider width so two people can walk side by side or people can pass - edge treatment to prevent roll/step off - if side rails all lowered for easy viewing - interpretive information in a variety of alternative formats such as auditory, large print, Braille, pictures, etc.
Nature center:	<ul style="list-style-type: none"> - all interpretive information in a variety of alternative formats such as auditory, large print, Braille, pictures, etc. - creative use of technology such as mp3 players for auditory descriptions (this gives the info. directly to the individual) closed loop assistive listening devices and closed circuit captioning of all interpretive presentations - all displays at lowered heights for sitting or standing viewing - all operating mechanisms that are operable with one hand and do not require tight/pinch/grasp/wrist twist to operate.
Beach:	<ul style="list-style-type: none"> - routes over the beach and into the water, can be portable/temporary matting if it needs to be taken in and out for beach cleaning/dragging or in the off season - wide enough for side by side walking/passing - at beach route end have an accessible area at the waters edge large enough to park multiple chairs while the owners are in the water - with a transfer system at the waters edge so people can get down to the ground level and into the water.
Fishing dock/pier and observation/viewing decks:	<ul style="list-style-type: none"> - all lowered rails all the way around so everyone can fish from anywhere or no rails at all with only an edge treatment to prevent roll off - sitting benches (all with backs and arm rests) scattered about so anglers can choose to sit or stand to fish - tackle box stands next to one bench end (not both) leaving one end clear space for sitting side by side with someone in a wheelchair - a variety of fish landing cutaways strategically placed - variety of accessible opportunities—over-water fishing, shore fishing,

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
	<ul style="list-style-type: none"> - in-water fishing, etc. - transition plates between access route and deck/pier
Canoe/kayak/boat launch:	<ul style="list-style-type: none"> - wider route so someone can hand wheel boat on dolly to launch pulling boat next to them if they are in a wheelchair or two person carry down - accessible surface to waters edge and into water at launch - more gentle slopes for easier entry and exit when hand wheeling a boat - some type of “rack” to stabilize boat at a transferable height then some type of mechanism/roller system to move, while seated in the boat, into the water - some means of transfer assistance such as overhead bars - some type of wench system to help pull boat out of water back into the rack to exit/transfer out. - if there is a dock provide a transfer system on the dock so a person can be seated on the dock to transfer over to a boat in the water that is in some type of a stabilizer rack - adaptive kayaks available for use - shore station with a platform (instead of “V” rack) with a transfer system on the deck of the shore station, located next to a dock so someone could roll/get on the platform and lower it to the right level to transfer into a boat
Campgrounds:	<ul style="list-style-type: none"> - all sites and amenities - accessible surface on all sites, including rustic sites - larger spaces to accommodate side lifts on campers and vehicles - accessible tables, grills, and fire rings on all sites - centrally located restrooms on easy routes from each site
Camping Cabins and Yurts:	<ul style="list-style-type: none"> - larger clear space and maneuvering spaces in between all furnishings, including when all are in use (beds, tables/chairs with people seated at the table, shelves within lowered reach ranges, lowered wall hooks, etc.) - larger clear space thoughtfully located for typical portable items such as coolers, luggage, equipment/food bins/tubs, etc.
Picnic areas and elements: Pavilions, picnic tables, grills, fire rings, water pumps, etc.	<ul style="list-style-type: none"> - all tables, grills, fire rings, water pumps, etc. accessible - all located on accessible routes - level routes onto pavilions with no changes of level from path to pavilion surface - wider routes and clear space with firm surface around all elements so someone with mobility limits can easily move around the element (table, grill, etc.) - a variety of table styles, some with clear sitting space on the side, some with extended table tops on the end - some fixed tables to ensure they remain accessible (not moved off into a grassy or sandy area, etc.) - clear space all around each element so people can approach and use the grill, fire ring, etc. from the front, back and either side - grills you can lower/raise the cooking surface with one hand

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
	<ul style="list-style-type: none"> - raised fire building surfaces so you can place wood without leaning too far over from a standing or seated position
Archery range:	<ul style="list-style-type: none"> - all stations - route to retrieval area for each target - targets also usable with cross bows - arrow back stop to limit retrieval distance - larger maneuvering spaces to accommodate archers with shooting assistants
Playgrounds:	<ul style="list-style-type: none"> - Ramps and transfers - has both ramp and transfer access to all play components - ramps to every “getting on spot” or “sit/stand & do it spot” of every play component - transfer system from the ground up to the main deck located near the exits of slides and climbers furthest from the ramp onto the structure - only unitary safety surface such as poured-in-place or rubber tiles NOT any loose fill materials likes shredded rubber, wood chips, engineered wood fiber, or any other non-unitary surface material - on deck transfer platform at the entry point of every slide - on deck transfer platform with one open transfer side and one side with transfer steps to every entry/exit point of every climber, so kids climbing up can get down to the deck to move to another component, as they may have left an assistive device at the ground - a good variety of things to manipulate that make noise or music, have high contrast/bright colors, games that two kids can play (to foster social interaction), Braille and sign language panels to teach awareness, easy to operate with just one hand with a whole fist (does not require tight/pinch/grasp/wrist twist to operate) - different high contrast colors for decks versus transfers so kids with low vision can perceive a change in level - play panels are located at heights so they can be used from a seated position or standing
<p>Sports fields/courts:</p> <p>Fields: soccer, football, baseball, etc.</p> <p>Courts: tennis, basketball, bocce, horseshoes, etc.</p> <p>Other: skate parks, disk golf</p>	<ul style="list-style-type: none"> - routes to both sides of all fields and courts, not just end zones - accessible seating spaces both ground level and elevated if risers/bleachers are provided - accessible seating spaces scattered throughout all viewing areas and levels with companion seating on both sides of the space - all lowered service windows at all concession areas - wider gate openings into court areas (tennis, bocce, basketball) and skate parks to accommodate wider sports wheelchairs - routes to both horseshoe pits and along both sides of the route between pits - level routes onto bocce courts with sitting benches at both ends
Skiing/sledding hill:	<ul style="list-style-type: none"> - accessible route to top (no steps), possibly using a “magic carpet” lift - level surface for sled mounting at hill top - if staffed, provide ATV transport or have policy that allows personal ATV use - transfer at hill bottom to help transfer down to sled and back up into

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
	chair/walker
Restrooms:	<ul style="list-style-type: none"> - more than the minimum number of accessible units - multiple unisex/single user toilet rooms/units so opposite sex care givers can assist; also good for parents of young children of the opposite sex so kids aren't sent alone into the multi-user restroom - thoughtfully located near areas of activity such as play areas, beaches, fishing piers, etc. - accessible door pulls and water faucet handles - all accessible port-a-johns, again big enough for individual use or care giver/parental assistance.
Parking:	<ul style="list-style-type: none"> - more than minimum number of accessible spots - the accessible parking spot must be paved, striped and signed - each connected directly to an accessible route to the park elements and NOT into the traffic flow - thoughtfully located nearest the activity entrance, which might require multiple lots (some near the beach, some near the playground, some near the bathhouse, etc.)
Interpretive Information and Maps	<ul style="list-style-type: none"> - Interpretive information and maps in a variety of alternative formats such as auditory, large print, Braille, pictures, QR Codes, etc.

AMERICANS WITH DISABILITIES ACT (ADA)

Below is a quick reference to the general minimum requirements for accessible spaces, clearances, reaches, viewing, and operation. These are not specific to types of recreation listed above. You must reference the *2010 American with Disabilities Act Standards for Accessible Design* and/or the *1999 Recommendations for Accessibility Guidelines: Outdoor Developed Areas (Final Report)* for the specific type of recreation to find the specific scoping and technical minimum requirements. Websites at which these references can be found are listed in Appendix B.

Clear width = 36" minimum for most accessible routes	Maneuvering space = 60" by 60" minimum and level, at entries and places for change of direction
Surfaces = ¼" maximum change, slopes less than 5%, firm and stable	Transferable height = 17"-19" with transfer supports
Head clearance = 80" high and as wide as the route	Knee clearance = 27"high by 30"wide by 25" deep
Clear space = minimum 30" wide by 48" deep located at the element	Table tops, counters, and rail heights = maximum 34" high
Viewing = clear from 32"-51" height	Reach range = 48" maximum high forward; 15" minimum low on side
Operation = operating mechanism that is operable with one hand and does not require tight/pinch/grasp/wrist twist to operate.	

APPENDIX D: SAMPLE RESOLUTIONS

RECREATION PASSPORT GRANT PROGRAM

SAMPLE RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITH DONATED FUNDS

WHEREAS, _____ supports the submission of an application titled, “ _____” to the Recreation Passport Grant Program for development of _____ (project description) at _____ (location or park name); and,

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation Plan
OR Current Annual Capital Improvement Plan; and,

WHEREAS, _has made a financial commitment to the project in the amount of \$ _____ matching funds, in cash and/or force account; and,

WHEREAS, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

_____ (list organization) \$ _____ (donated amount)

_____ (list organization) \$ _____ (donated amount)

Total \$ _____ (sum of donations)

NOW THEREFORE, BE IT RESOLVED that _____ hereby authorizes submission of a Recreation Passport Grant Program application for \$ _____, and further resolves to make available a local match through financial commitment and donation(s) of \$ _____ (___ %) of a total \$ _____ project cost, during the 201_-201_ fiscal year.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by _____ of _____ at their regular meeting held on _____ 201_, at _____ p.m. in _____, with a quorum present.

Clerk

Dated: _____

**RECREATION PASSPORT GRANT PROGRAM
SAMPLE RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITHOUT DONATED FUNDS**

WHEREAS, _____ supports the submission of an application titled, “_____” to the Recreation Passport Grant Program for development of _____(project description) at _____(location or park name); and,

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation Plan
OR Current Annual Capital Improvement Plan; and,

WHEREAS, _has made a financial commitment to the project in the amount of \$_____ matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that _____ hereby authorizes submission of a Recreation Passport Grant Program Application for \$_____, and further resolves to make available its financial obligation amount of \$_____ (___ %) of a total \$_____ project cost, during the 201_-201_ fiscal year.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by _____ of _____ at their regular meeting held on _____ 201_, at __p.m. in _____, with a quorum present.

Clerk

Dated: _____

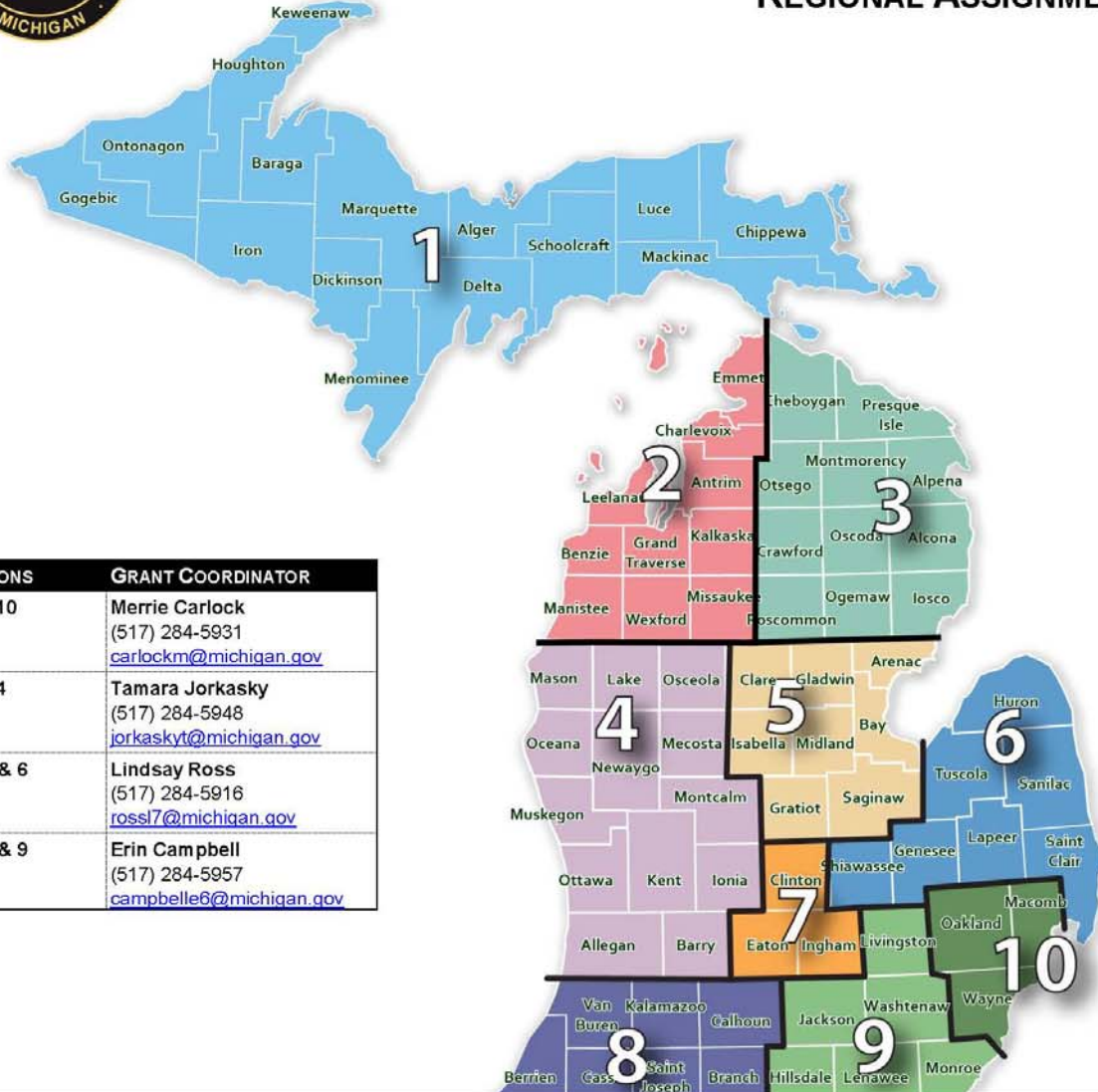
APPENDIX E: RECREATION GRANTS REGIONAL REPRESENTATIVES



Keweenaw
(Isle Royale)

Michigan Department of Natural Resources

RECREATION GRANT COORDINATORS REGIONAL ASSIGNMENTS



REGIONS	GRANT COORDINATOR
1 & 10	Merrie Carlock (517) 284-5931 carlockm@michigan.gov
2 & 4	Tamara Jorkasky (517) 284-5948 jorkaskyt@michigan.gov
3, 5 & 6	Lindsay Ross (517) 284-5916 rossl7@michigan.gov
7, 8 & 9	Erin Campbell (517) 284-5957 campbelle6@michigan.gov

ADDITIONAL GRANTS MANAGEMENT CONTACTS	
Steven J. DeBrabander, Manager, (517) 284-5930, debrabanders@michigan.gov	
Rachel Schumaker, Assistant to the Manager and MNRTF Board Secretary, (517) 284-7268, schumakerr@michigan.gov	
Jon Mayes, Unit Manager, Recreation Grants (517) 284-5954, mayesi@michigan.gov	Michelle Ballard, Grants Payment Officer, LWCF/Aquatic Habitat/Dam Management Programs, (517) 284-5974, ballardm3@michigan.gov
Christie Bayus, Program Manager, LWCF/Marine Safety/ Recreation Passport Programs, (517) 284-5923, bayusc@michigan.gov	Lance Brooks, Grants Payment Officer, Wildlife Habitat/Marine Safety/ Recreation Passport/Invasive Species Grant Programs, (517) 284-5971, brooks1@michigan.gov
Kammy Frayre, Program Manager, Invasive Species/Clean Vessel Act Grant Programs and Conversions Officer, (517) 284-5970, frayrek1@michigan.gov	Chip Kosloski, Program Manager, Dam Management, Aquatic Habitat, Wildlife Habitat Grant Programs, (517) 284-5965, kosloskic3@michigan.gov
Michael Chuff, Financial Analyst, MNRTF, (517) 284-5951, chuffm@michigan.gov	

IC1905D (Rev. 10/25/2016)