



2016

LAND AND WATER CONSERVATION FUND

OPEN PROJECT SELECTION PROCESS



Application Guidelines

Michigan Department of Natural Resources
Grants Management

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.

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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.

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MiRecGrants Online Application System:

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

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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 Land and Water Conservation Fund (LWCF) MiRecGrants online application for the development of land for public outdoor recreation. The booklet format and its contents have been revised from previous years' versions.

We strongly recommend that you review the entire booklet in conjunction with the application and other information you received online before submitting your MiRecGrants application.

The first section of this booklet contains a schedule for the current year and information on the major changes for the current cycle.

Grants Management staff is available to assist you with any questions you may have regarding any aspect of the application process. Appendix E of this booklet contains a map of the state delineating the regions covered by each of our regional representatives. 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 the link to MiRecGrants are available on our website:

www.michigan.gov/dnr-grants. The online application is available in MiRecGrants <https://secure1.state.mi.us/MIRGS/Login2.aspx?APPTHEME=MIDNR>.

IMPORTANT INFORMATION

The Department of Natural Resources (DNR) has not received notification from the National Park Service (NPS) of the dollar amount or availability of an apportionment for the 2016 Land and Water Conservation Fund stateside grant awards. In order to be on schedule should an apportionment be allotted, we are asking potential grantees to complete and submit grant applications. If an apportionment is received, then the DNR will be in a position to continue the process of selecting projects for submission to the NPS. Applicants will be notified if no apportionment is received.

GRANT SCHEDULE FOR 2016

February 2016	Application period starts in MiRecGrants
March 1, 2016	Recreation plans and plan amendments must be submitted electronically to Grants Management by this date.
April 1, 2016	Application period closes in MiRecGrants.
April 2016	Applicants will receive notifications with questions for explanation, clarification, and/or supplementation of information provided in the application.
May – July 2016	Grants Management staff conducts review of all applications and conducts site visits.
August 2016	Supplemental scores go out to grantees.
September – October 2016	Grants Management staff reviews supplemental materials and completes final score evaluation.
November 2016	LWCF recommended projects are submitted to the DNR Director for final recommendation.
Early 2017	Project Agreements are issued – Timeframe dependent on approval by the National Park Service.

Applicants should keep in mind that if the same project is submitted for consideration under the Michigan Natural Resources Trust Fund (MNRTF) and the Land and Water Conservation Fund (LWCF) and it scores within the fundable range for LWCF, the project will be recommended under the LWCF Program. The LWCF grant recommendations are scheduled to be completed prior to the MNRTF Board's final recommendations in December. Since the match for the LWCF project must be secure at the time of recommendation, MNRTF cannot be used to match LWCF.

The minimum grant amount is \$30,000 (\$60,000 total project cost) and the maximum grant amount is \$150,000 (\$300,000 total project cost). The match percentage must be exactly 50 percent.

CHAPTER 1

INFORMATION ABOUT THE LWCF PROGRAM

In this chapter, the eligibility requirements for the LWCF program are 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 can be found in chapter 3. 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 LWCF

The Land and Water Conservation Fund (LWCF) is a federal program administered in Michigan by the Department of Natural Resources (DNR) on behalf of the National Park Service (NPS). In Michigan, the DNR uses funding from the LWCF program to develop public outdoor recreation facilities and to provide matching grants to local governments for the development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities and to stimulate non-federal investments in the protection and maintenance of recreation resources across the United States.

The focus of the program for 2016 will be on meeting the priorities of the 2013-2017 State Comprehensive Outdoor Recreation Plan (SCORP), specifically trails, community recreation, green technology, coordination and communication and universal access. Acquisition of land is not eligible for LWCF funding.

ESTABLISHING ELIGIBILITY

The following entities are eligible to submit a LWCF grant application:

- State agencies and local units 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, and trailway commissions formed under Part 721, Michigan Trailways Act, 1994 PA 451, as amended.
- Huron-Clinton Metropolitan Authority.
- Federally recognized Native American Tribes.
- School districts are eligible to apply if they meet the requirements given in *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* (IC1924)

Colleges, universities and non-profit organizations are not eligible for LWCF funding.

MiRecGrants: All applicants must complete their application on 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 organization on MiRecGrants before they can start an application. Once an applicant is registered a Training Manual is available under "My Training Materials" on the User Homepage in MiRecGrants.

LONG-TERM GRANT OBLIGATIONS

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

- The land included in the boundary of the project site must remain in public outdoor recreation use in perpetuity.
- The grantee must maintain the site, including facilities constructed with grant assistance and any other facilities necessary for their use, such as entrance drives, parking

walkways and restrooms. This includes access in compliance with the 2010 ADA Standards for Accessible Design.

- A permanent sign identifying the site as LWCF assisted must be posted in a highly visible location within the park. All new projects must install a 12" x 18" LWCF sign from Rotary Multiforms, Inc. They can be ordered online by following this link: http://www.rmi-printing.com/customer_portal/login.html .
- An entrance sign identifying the park as a public recreation site open to all users must be prominently displayed.

Compliance with Program Requirements: Applicants will be evaluated based on their compliance with Land and Water Conservation Fund, Michigan Natural Resources Trust Fund, Recreation Passport, 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 completing grant-assisted projects awarded in the past six years.

RECREATION PLAN

All applicants must have a current, five-year community recreation plan that has been locally adopted to the DNR by March 1 of the grant application year. Consult the Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans (IC1924) for guidance.

PUBLIC INPUT

The applicant is responsible for providing the public adequate opportunity to review and comment on the proposed application. At a minimum, you must hold one public meeting to receive input about the application. Use all channels you normally use to notify the public about upcoming public meetings and other official actions. This meeting must be held within the six- month time period before the application deadline and before a resolution committing to the application is passed by your local governing body (see chapter 3 for documentation requirements).

Although a single public meeting with advance notice is required for all applications, applicants should make additional outreach efforts to ensure the public is aware of the project and document those efforts in the application. This is particularly important for potentially controversial projects, such as those close to residential areas. Additional public meetings, informational mailings, local newspaper articles, and contact with landowners adjacent to the project site, potential user groups, and persons with disabilities are all examples of additional outreach efforts that can benefit a project. Do not limit outreach to your own community, since nonresidents, especially those that live within an extended project service area, are often also affected by the project.

Public meetings focused on review of your recreation plan will not meet your obligations for public input for your grant application unless the meeting notice and agenda indicate that the meeting will cover both recreation plan review and the specific grant application.

ELIGIBLE PROJECTS

A variety of development projects for public outdoor recreation facilities are eligible for funding through the LWCF program. Examples include, but are not limited to, trailways, picnic areas, beaches, campgrounds, boating access, fishing areas, winter sports areas, playgrounds, ball fields, tennis courts, and skate parks. Facilities needed to support outdoor recreation such as restrooms and storage buildings as well as facilities for the interpretation of natural resources and features are also eligible.

Renovation or redevelopment of existing facilities is eligible, if inadequate maintenance, poor design, or construction was not the cause of the facilities' poor or unsafe condition.

Projects that are **not** eligible include:

- Facilities and/or stadiums designed for viewing of professional or semi-professional arts or athletics, or intercollegiate or interscholastic sports.
- Facilities which provide historical interpretation.
- Projects which would create an unfairly competitive situation with private enterprises. In situations where privately managed facilities are providing identical or similar recreation opportunities, the applicant must provide additional written justification of the need for the proposed facility in light of the private sector's presence.
- Indoor recreation facilities – LWCF assistance will not be provided for support facilities or portions thereof that contribute primarily to public indoor activities such as meeting rooms; auditoriums; libraries; study areas; restaurants; lodges, motels; luxury cabins; furnishings; food preparation equipment; kitchens and equipment sales areas. Bathhouses, public restrooms, maintenance sheds, etc., are potentially eligible for LWCF assistance since their basic function is to provide support for outdoor recreation facilities.
- Eligible sheltered facilities – Swimming pools and ice skating rinks located in areas which meet cold climatic criteria, shelters of permanent construction may partially or completely enclose these facilities to protect them against cold weather conditions and thereby significantly increase the recreation opportunities provided.
- Sidewalk projects that are primarily in road right-of-ways and do not exhibit qualities associated with recreation trails. In general, traffic control devices in the road right-of-way, such as guardrails, flashing or non-flashing signs or barricades, and electronic crossing signals, are not eligible scope items for LWCF projects.

ALLOWABLE NUMBER OF PROJECT SITES

Each online application must be for a single project at one Location Site.

MINIMUM AND MAXIMUM GRANT AMOUNTS

Minimum Grant Request: \$30,000 (\$60,000 minimum total project cost)

Maximum Grant Request: \$150,000 (\$300,000 maximum total project cost)

NUMBER OF ALLOWABLE APPLICATIONS FROM A SINGLE APPLICANT

There is no limit to the number of applications that can be submitted within a funding cycle. However, the applicant will be asked to prioritize multiple applications.

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 50 percent 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.

LOCAL MATCH REQUIREMENTS

The local community must provide a portion of the total project cost; this is the local match. **The LWCF program requires a 50 percent (fixed) match.**

The local match for costs can be met by cash outlay and credit for certain 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. Donations of goods and services may be used as all or a part of the local share if the applicant specifies the nature and value of the items or services.

Other match limitations:

- Land acquisition costs and land donations are not eligible as match.
- Community Development Block Grants (CDBG) and Recreational Trails Program (RTP) are the only source of federal funds that can be used as match toward LWCF grants.
- Local units of government cannot match LWCF with Michigan Natural Resources Trust Fund or Recreation Passport grants.

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 local governing body committing to the match.
- Cash donations – Letters of commitment from donors.
- 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.

CONTAMINATED PROPERTIES

Contaminated properties are not eligible for grant assistance. Properties with past contamination problems may be considered for funding if all cleanup measures have been completed at the time the application is submitted to the DNR. Verification from the Michigan Department of Environmental Quality and/or the U.S. Environmental Protection Agency that all clean up actions have been satisfactorily completed must be submitted with the grant application. Environmental assessment costs and costs for cleanup actions are not reimbursable.

CONVERSION AND SIGNIFICANT CHANGES IN USE OF AN LWCF-ASSISTED SITE

Occasionally, circumstances dictate that a community must change an LWCF-assisted site from public outdoor recreation to another use. These changes in use may include another public facility, such as a library, a museum, or fire station; or a private use such as a cellular phone tower. The land identified in the 6(f)(3) boundary map of the project agreement is encumbered under the grant whether the grant was for acquisition or development. In these instances, the grantee may make a request to the DNR for a conversion of use. If approved by both the DNR and the NPS, a conversion allows the grantee to change the use of the site by committing to replace the lost land with other land acquired by the grantee. The replacement (a.k.a. mitigation) land must be at least equivalent in size and recreation usefulness and equal or greater in current value than the land lost to the conversion.

A grantee must also request approval from the DNR to make a significant change in the public outdoor recreation uses of the site. One example of a significant change of use would be replacing a passive recreation use, such as a picnic area or walking trails with a more active form of recreation, such as baseball fields or another type of recreation that would interfere with the originally intended use. If the DNR concurs with the change of use, they will make the recommendation to the NPS to approve the change.

In both of these situations, the grantee must work first with the DNR to obtain their approval. Once the DNR concurs with the proposed changes, it will submit a request to NPS for final approval

CHAPTER 2

DEVELOPING A SUCCESSFUL PROPOSAL

In this chapter, we describe some of the factors you should consider when designing a project proposal to submit for LWCF funding consideration.

PROJECT NEED AND JUSTIFICATION

Relationship to the Recreation Plan

All communities that apply for a LWCF grant must have a DNR-approved, five-year community recreation plan. In developing the plan, you were required to gather public suggestions and comments on the recreation and resource protection needs of your community. You should also have completed a recreation inventory of the parks you already own or manage. These and other sources of information should have been used to determine how to fulfill the recreation and resource protection needs expressed by your community.

The project that you propose for grant funding should be either a specific project that was identified during the development of the recreation plan or one that meets the plan's goals and objectives. It may also be a project that was suggested during a subsequent public meeting or workshop, such as a meeting with persons with disabilities, as long as it is compatible with the plan's goals and objectives and has received appropriate opportunities for the public to comment on the proposal.

As part of the application, you will be required to justify the project in the context of the recreation opportunities already present or readily available to your community. If you have developed your recreation plan carefully, you already have this information and may simply refer to the appropriate pages of the plan when preparing your application.

An important aspect of your project justification is how well you are able to operate and maintain the parks you already have, especially those funded with grant assistance, as well as your future means to operate and maintain your proposed project. This information should be contained in your recreation plan as well, or you may provide it in your application.

Complete, Clear and Concise

The application narrative should be complete, clear and concise. Supporting documentation should be provided to demonstrate and reinforce the narrative.

Collaboration

If the project plan or application was developed through collaboration with adjacent communities and school districts provide details on who was involved in the effort, the nature of the collaboration (formal or informal), if there is a long-term relationship with collaboration and what process did they go through to develop the plan or application. The collaborative effort may be awarded for collaboration on planning for the specific project and future maintenance or programming at the proposed site.

Public Support

To demonstrate public support for the project, provide documentation of public support, such as meeting minutes with public comment and letters of support. Public support is not demonstrated through financial commitment alone. These documents can be submitted as attachments.

Alignment with SCORP

The application should not only address how the project aligns with the goals of the community's Recreation Plan, but also how it aligns with the goals of the State Comprehensive Outdoor Recreation Plan (SCORP), including trails, community recreation, green technology, coordination and communication (collaboration) and Universal Access.

APPLICANT HISTORY

Compliance with Program Requirements

Applicants will be evaluated based on their compliance with Michigan Natural Resources Trust, Fund, Land and Water Conservation Fund, Recreation Passport, Recreation Bond Fund and Clean Michigan

Initiative grant requirements.

Conversion of land encumbered by any of these grant programs will have points deducted from their score. If you have any known unresolved conversions, contact Grants Management Section.

Other potential compliance items that are evaluated include items such as program recognition signs and complying with Department procedures while completing grant-assisted projects awarded in the past six years.

SITE QUALITY

Ability to get to Site

Prior to submitting an application, consider how the public can get to the site and factors such as:

- Are there appropriate way finding signs?
- Is there public transportation in urban/suburban areas?
- Is the project area within a walkable distance (1/4-mile) from housing, business and commercial areas, and in these areas
- Is there a safe way to get to the site by non-motorized means?

Renovation

Points may be earned for projects that renovate an existing facility that is approximately 20 years old for outdoor facilities and 40 years for buildings (taking into account high-use and environmental factors) in a park or trail that has been a dedicated public park or trail for at least 20 years.

Natural Resource-Based Recreation

The narrative should address how the proposed project provides access to natural resources and describe the natural resources on the site and in relationship to the applicant's service area. Relevant rare or unique flora, fauna and site characteristics should be included, as well as expert documentation from a wildlife specialist, botanist, etc. should be documented through letters, reports, etc.

PROJECT QUALITY

Quality of Overall Park Design

Projects should be designed with consideration of the proposed site and the intended users. We encourage you to consider the following examples:

- Minimize the impact on natural features at the site. For example, placing active recreation areas away from bird watching areas and constructing new facilities in the least environmentally sensitive areas or renovating existing facilities.
- Providing a project that meets the community's needs without being extravagant.
- Designing facilities to be appropriate in scale for the level of anticipated use.
- Make sure the site is easily recognizable as a public park or recreation area. Are there signs at the park entrance and way finding for parks that are difficult for someone to locate that is not familiar with the area?
- Designing the entrance and traffic flow pattern into the park for the safety and convenience of motorized and non-motorized uses. Consider your ability to link the site to public transportation, trails and greenways.
- Minimize the traffic flow within the park and pedestrian and avoid multiple road crossings, instead encircle active recreation areas with roads.
- The relationship of proposed facilities to existing support facilities and provision of necessary support facilities.
- Routing linear parks (trails) to maximize their use for recreation opportunities. Addressing safety and crime issues through means such as:
 - Layout maximizes visibility of people and parking areas.
 - Adequate lighting.

- Hours of operation clearly posted.
- Monitoring of project area at appropriate times and locations.
- Physical layout clearly identified.
- It is required that the proposed project meet the accessibility requirements of the 2010 Americans with Disabilities Act Design Standards; including all proposed recreation facilities, access routes from the proposed facilities to parking and relevant support facilities and for parking for users of the proposed facilities. Designing facilities to Universal Design principals is recommended (see section below for more information).
- **All Overhead Utility Lines Must be Buried if Directly over the facility.**
- Incorporating environmental methods in the project scope. Three environmental methods must be included in the project scope to earn points in this category. Examples of acceptable methods are:
 - Pervious pavement (asphalt, concrete, brick).
 - Recycling bins.
 - Landscaping with native plants.
 - Use of natural renewable resources (solar, geothermal, etc.).
 - Building materials with high content of post-consumer recycled materials (does not include concrete or asphalt paving).
 - Reduction of water use (such as faucet sensors, waterless urinals, etc.).
 - Efficient lighting (such as LED lighting, lights on a sensor, etc.).
 - Storm water management (such as rain gardens and bioswales).

Maps

Maps should be clearly labeled and identify what features are existing and what are proposed. If you are doing a trail/trailhead project, the applicant must show connectivity to regional trails through maps.

UNIVERSAL DESIGN (UD) VERSUS AMERICANS WITH DISABILITY ACT (ADA)

All projects are required to meet ADA, including parking, access routes and appropriate support facilities in relationship to the proposed project. Universal Design goes beyond the requirements of ADA. Appendix B includes Sources of Information on Accessibility and Universal Design.

This category is scored in two parts. The first part is if the applicant obtained information on persons with disabilities in their community (or state) and gathered comments regarding recreation interests and accessibility needs. The application must include documentation of review in order to receive points. Documentation may include a letter from an accessibility advocate/specialist or members of the community with disabilities (confirming that the project is accessible or goes beyond ADA) or minutes of meetings with similar groups of people that demonstrate comments on this topic. The narrative should address how the input affected the final design, if applicable. The documentation should demonstrate how any applicable ideas and suggestions influenced the design of the proposed project.

The second part of this scoring category is universal design. Points in this area are earned for proposing a universally accessible project where all or some of the proposed facilities are designed beyond ADA and support facilities outside of the project meet ADA. Appendix C includes guidance on designing universally accessible recreation facilities. These are only guidelines: disability advocates and members of the community with disabilities should be included in the planning process so that the project meets the needs of the community.

7 Principals of Universal Design

These principals were developed by the Center for Universal Design, North Carolina State University, www.ncsu.edu/ncsu/design/cud. The applicant must provide a description of how the project meets each of these principals.

Principal 1: Equitable Use – The design is useful and marketable to people with diverse abilities.

Principal 2: Flexibility in Use – The design accommodates a wide range of individual preferences and abilities.

Principal 3: Simple and Intuitive Use – Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.

Principal 4: Perceptible Information – The design communicates necessary information effectively to the user, regardless of ambient conditions of the user's sensory abilities.

Principal 5: Tolerance for Error – The design minimizes hazards and the adverse consequences of accidental or unintended actions.

Principal 6: Low Physical Effort – The design can be used efficiently and comfortably and with a minimum of fatigue.

Principal 7: Size and Space for Approach and Use – Appropriate size and space is provided for approach, reach manipulation, and use regardless of users body size, posture or mobility.

The project should allow users to move freely between the proposed project and support facilities. There should not be separate routes for users with disabilities, such as ramps and stairs at a building entrance; all users freely to the existing support facilities and parking. If parking and support facilities are not part of the project scope, they must, at a minimum, meet ADA.

You will need to make some additional effort to effectively determine the types of universally accessible recreation facilities most needed by your community. As a starting point, you may want to obtain information from the U. S. Census Bureau on the numbers of individuals with disabilities in your community. However, it is very important to meet with individuals with disabilities and with disability advocate groups to gather information about their recreation interests and accessibility needs. Information can be obtained through public meetings, workshops, focus group meetings, and other types of gatherings. Some of the groups and organizations you may want to contact include:

- Centers for Independent Living; go to www.ncil.org for a directory;
- Other disability advocate groups, such as:
 - United Cerebral Palsy www.ucp.org/ucp_local.cfm/87;
 - The ARC (www.arcmi.org);
 - Little People of America (<http://www.lpadistrict5.synthasite.com/>);
 - Paralyzed Veterans (www.michiganpva.org);
 - Other national organizations (www.access-board.gov/links/disability.htm);
- Local schools and special education teachers;
- Neighborhood groups; and
- Other groups the project will serve and/or affect.

Beyond the facilities themselves, your project 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.

Trail Projects

The application should include a description of the width of the trail, materials, amenities, potential user groups (motorized, non-motorized, pedestrian, equestrian, boat), distance of trail and connections that the trail may have within the community, region and beyond. Supporting documentation, including trail plan excerpts or website links, as well as any available promotion material, must be included. Water trail projects must include wayfinding and demonstrate promotion materials will be provided by the applicant.

CHAPTER 3

LWCF GRANT APPLICATION INSTRUCTIONS

The following sections provide the information you need to complete a LWCF grant application package. 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 submit 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. **Submit one copy of each with the online application. The following information must be entered into MiRecGrants:**

REQUIRED CONTENT FOR ALL APPLICATIONS:

- Application Narrative**
- Site development plan**
- Project location map**
- Documentation of local match**
- Advance notice** of a public meeting to take public comment on the application
- Minutes of the meeting** held to take public comment
- Certified resolution** from the governing body
- Notice of Intent Form** (PR5601-2)
- Letter transmitting the *Notice of Intent Form*** to the regional clearinghouse
- Boundary map** delineating the legal boundaries of the park site **(OUTLINED IN RED)**
OPTIONAL: GIS shape file of the boundaries of your park site in the Michigan GeoRef Coordinate System.
- Documentation of Site Control Form** (PR 5750-4) with most recent deed
- Photographs of the site**

RECOMMENDED SUPPORTING DOCUMENTATION:

- Letters of commitment and support for the project**
- Minutes of additional public meetings** to gather public comment and support
- Preliminary floor plans and elevation drawings for proposed structures**
- Correspondence regarding regulatory permitting issues**, if applicable

PLEASE DO NOT UPLOAD COPIES OF YOUR 5-YEAR RECREATION PLAN WITH YOUR APPLICATION.

COMPLETING THE LWCF GRANT APPLICATION FORM

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

SECTION A: APPLICANT SITE AND PROJECT IDENTIFICATION

When completing this section, note where information about the applicant (state or local unit of government) and where information on the site of the proposed project are requested. When filling out the following fields, please do the following:

- **Park name:** If you have not yet named your park, write in a proposed name.
- **Proposal title:** Include the park name in the title and the terms “development,” “renovation,” or “improvements” for a development proposal.
- **Proposal Description:** Provide a brief (1000 character max) description of your proposed project. Include, as applicable, the type of project (new development, expansion of existing park), the rights in land to be purchased (fee simple, development rights only, etc.), the park name, the acreage to be acquired, 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.
- **Address of Site:** Use the location of the project site. If there are multiple locations, such as with a trail project, list the starting or ending point. A listing of all of the project locations can be included in the Documentation of Site Control for Development Projects

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.

PLEASE ROUND THE TOTAL MATCH AND GRANT AMOUNT TO THE NEAREST HUNDRED DOLLARS.

Grant Amount Requested. Indicate the amount of LWCF funding you are requesting, **rounded to the nearest hundred dollars**. Remember the \$30,000 minimum and \$150,000 maximum allowable grant request amounts.

Sources of Matching Funds

Applicants must provide **50 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:

- General Funds or Local Restricted Funds:** Local cash from the applicant’s general fund or restricted recreation funds.
- 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.
- Federal or Other State Funds:** Other grant funds that have been awarded. **COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG) AND RECREATIONAL TRAILS PROGRAM (RTP) ARE THE ONLY FEDERAL FUNDS THAT ARE ELIGIBLE AS MATCH.**
- Cash Donations:** Cash generated from donations, fund-raising, or other similar means.
- 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 must be valued at

minimum wage unless a professional is donating his or her professional services (such as an electrician doing electrical work).

Total project cost must equal the same total shown in Section C.

SECTION C: PROJECT DETAILS

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

Accessibility. 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, including the cost of access routes and playground safety surfacing. If existing facilities at the project site will support the proposed scope items, such as parking lots and restrooms, your application will be strengthened if these facilities are also renovated to be accessible to persons with disabilities. This work may be included in the scope as part of your proposed project.

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

- Contingencies;
- Studies;
- Land acquisition costs;
- 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. Be sure to factor in the cost of burying any overhead utility lines. List each project scope item (playground, paved parking lot, etc.) and its estimated cost on the project cost estimate table. 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. You will also be required to upload a signed letter from the Prime Professional with requests for reimbursement, including the final request, 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.

SCOPE ITEM	IS SCOPE ITEM OF UNIVERSAL DESIGN?	QUANTITY	TOTAL ESTIMATED COST
Canoe/Kayak Launch or ramp	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$154,000.00
Picnic Table	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$4,000.00
Signage	<input type="radio"/> No <input checked="" type="radio"/> Yes	5	\$6,000.00
Pathway - 6' - 8' wide	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$2,500.00
	<input type="radio"/> No <input type="radio"/> Yes		
<i>(New rows will appear as rows are completed and Saved)</i>			
Other: Concrete pads for picnic table	<input type="radio"/> No <input checked="" type="radio"/> Yes	2	\$5,000.00
Other: Detectable warning system	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$2,500.00
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			\$500.00
Subtotal			\$174,500.00
Engineering <i>(These fees may not exceed 15% of subtotal)</i>			\$25,500.00
Total Estimated Cost <i>(Must equal Total Project Cost amount on Section B page.)</i>			\$200,000.00

SECTION D: JUSTIFICATION OF NEED

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.

SECTION E: APPLICANT HISTORY AND PARK STEWARDSHIP

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.

More information on the National Park Service policy on park stewardship and the conversion of grant-assisted parkland can be found on the National Park Service's website at www.nps.gov/ncrc/programs/lwcf, Compliance Responsibilities and Legal Protection.

SECTION F: SITE CONDITIONS

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

Contaminated sites are ineligible for funding under LWCF. If the answer to any of the questions in the checklist is "yes", include written documentation from the Michigan Department of Environmental Quality and/or the U.S. Environmental Protection Agency certifying that remediation of any contamination has been completed.

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

SECTION G: PUBLIC ACCESS OPPORTUNITIES

Provide information regarding days of the week and the time the park is open to the general public or if it is only available through a reservation system. Indicate if there is an entrance fee for residents and non-residents, and how the park can be accessed, i.e., automobile, boat, public transportation, trails (motorized and non-motorized), etc. Also provide information on any adjacent inland lake, river, or any other adjacent body of water

APPLICATION NARRATIVE

I. PROJECT DESCRIPTION (MAXIMUM 3,000 CHARACTERS)

Provide a brief 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.

II. PROJECT JUSTIFICATION AND SUPPORT

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

Describe how the project relates to your recreation plan;

- 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. As part of this discussion, list the past recreation grants your community has received. Describe the condition and general amount of use for each scope item.
- Explain how your parks and recreation budget will meet the added expense of developing, operating, and maintaining your proposed project.
- Provide an estimate of the seasonal residents in your community and justify why you believe these residents will use the proposed facilities.

Discuss the steps you took to ensure that your proposed project has public support, including, as appropriate, support from adjacent landowners, potential user groups, and support from people with

disabilities, in your community. If your project was initiated through community action, describe the events that brought about the submittal of this application. If there are conflicts or opposition, please describe the efforts you have taken to address these issues, so that the project can be successfully implemented in a timely manner.

Tell us about all organizations that participated in developing the project, or that have agreed to assist in the programming, operation, and/or maintenance of the project site.

III. PROJECT DESIGN

Provide a detailed description of the development you are proposing, with reference to specific scope items. Address considerations for project design described in chapter 2, as applicable.

- Describe the features of the site and all factors, including universal access that affected your choice for the location of the proposed project.
- Describe how your design was chosen, and why it is appropriate for the proposed site. 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.
- Explain how your project design meets or exceeds the requirements of the ADA.
- Summarize the steps taken to ensure appropriate public access to any natural resources at the site while balancing the potential impact the proposed development will have on those resources.

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

Also include methods that will effectively communicate with persons with disabilities.

IV. ADDITIONAL INFORMATION (MAXIMUM 2,000 CHARACTERS)

Provide the information listed below, as applicable, and any other information you believe will give us a more complete understanding of your proposed project and assist us in evaluating your application.

1. If you will charge an entrance fee to the project site, discuss your policy for fee reductions for low income users.
2. Explain the circumstances under which you closed, sold, or transferred control of any parkland or recreation facilities within your park system.
3. List any parks within your system for which you have a "residents only" policy.

Discuss any health advisories for the water bodies accessed by your project, and describe how these advisories will affect the use of the site and your proposed facilities.

ATTACHMENTS

✓ FILE FORMAT

Links may be used to complement the application, but relevant documents or excerpts should be uploaded in the appropriate locations within the application on MiRecGrants. All uploads should have easily readable font sizes and information presented in a clear, concise format. Acceptable file types are doc, xls, jpeg, GIF, and pdf. The maximum file size per upload is 30 MB.

✓ 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.

For railway projects, indicate on your site development plan the destinations to which the proposed railway project will connect. Upload 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 upload 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 material donations; include a letter from each donor committing to their donation.

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.

All match must be secured, with documentation, no later than October 1st in the year the application is made.

✓ **ADVANCE NOTICE OF A PUBLIC MEETING**

Upload a copy of the newspaper advertisement or other means that your community used to notify your citizens about the public meeting to discuss and comment on the project. The notice must advise the reader that the community is considering a LWCF grant application and include a brief description of the proposed project, including the specific location of the project.

Hearings must comply with the requirements of the Open Meetings Act. The statute can be found at the following link: <http://www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-267-of-1976.pdf>.

Evidence of advance notice provided with application materials must be date stamped and certified.

✓ **MINUTES OF THE PUBLIC MEETING**

Upload a copy of the complete set of minutes from the meeting held to receive public comment about the project. The minutes must include the comments made by the public on the project. If the meeting included several topics, highlight the relevant section(s). If there was opposition to the project expressed at the meeting, the application should include a discussion of the steps taken or that will be taken to address the concerns raised.

✓ **CERTIFIED RESOLUTION**

The highest governing body of the local unit of government must pass a resolution supporting the application within six months prior to the application deadline. Resolutions passed to approve a recreation plan will not meet this requirement. The resolution should:

- 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.

✓ **NOTICE OF INTENT FORM (PR5601-2) AND ACCOMPANYING LETTER**

The regional planning agency for your county must be notified of your application by submitting a *Notice of Intent* Form prior to submitting the application. Include a copy of the cover letter conveying the *Notice of Intent* Form or other evidence that the form was submitted to the regional planning agency, as well as a copy of the completed form. The addresses of the regional planning agencies are listed on the back of the *Notice of Intent Form*.

✓ **BOUNDARY MAP**

The boundary map must clearly define the boundary of the parkland to be developed **and be outlined in RED**. 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. 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, the DNR, and the NPS considers as dedicated to public outdoor recreation use in perpetuity.

Any non-recreation uses must be excluded from the project area boundary. Normally, the entire park that receives LWCF 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.

If you have a GIS database that contains the geographical boundaries of your park site, please submit shape file of the park boundary in the Michigan GeoRef Coordinate System. For more information on the Michigan GeoRef Coordinate System, go to www.michigan.gov/cgi, then select "Michigan Geographic Data Library" on the left side of the screen, then select "The Michigan Geographic Data Library" in the center of the screen, then select "Map Projections" on the right side of the screen for more information on

the Michigan GeoRef system and how to covert files to this project. Please note that this website is maintained by the Michigan Center for Geographic Information and is subject to change. Please email this file to your regional representative or provide a CD in your application.

✓ **DOCUMENTATION OF SITE CONTROL Form (PR5601-3)**

Indicate the type of control you currently hold. The applicant must own the appropriate land rights at the time of application. Leased properties are ineligible.

✓ **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. Please upload these photos in the “Required Attachments” section of the online application.

✓ **RECOMMENDED SUPPORTING DOCUMENTATION**

LETTERS OF COMMITMENT AND SUPPORT FOR THE PROJECT

If you have formed a partnership with another agency, group, or organization to program, operate, or maintain the project site, include letters of commitment from those entities. Also include letters of support from the public, potential user groups, disability advocate groups, local businesses, homeowners associations, legislators, and any other entity showing support and public awareness of your project. Letters of support may be directly addressed to your grant coordinator, whose address is listed on the last page of this booklet.

MINUTES OF OTHER PUBLIC MEETINGS

Include documentation from any other public meetings or workshops held to discuss and receive comment on the proposed project.

PRELIMINARY FLOOR PLANS AND ELEVATIONS

If the proposed project includes any buildings or structures, such as pavilions, restrooms, or bridges, the application must include basic floor plans and elevations 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. Catalog drawings or illustrations are acceptable.

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.

OTHER SUPPORTING DOCUMENTATION

- Letter for Universal Design (development projects).
- Correspondence regarding regulatory permitting issues (if applicable).
- Documentation supporting population of seasonal residents claimed (if applicable).
- If you will charge an entrance fee – discuss policy for fee reductions for low income users.
- Description of circumstances under which you closed, sold or transferred control of any parkland or recreation facilities within your park system.
- List any parks within your system where you have a “residents only” policy.
- Discuss any health advisories for the water bodies accessed by your project. Describe how these health advisories will affect the use of the site and your proposed facilities.
- Park maintenance schedule and budget.

- Justification for larger service area.

CERTIFICATION

Signature

The application must be submitted by the authorized official of the local unit of government applying for LWCF 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 Open Project Selection Process booklet (IC5600) and this application form, 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 area developed with LWCF assistance, as described in the project agreement, to public outdoor recreation in perpetuity.

CHAPTER 4 APPLICATION SCORING CRITERIA

The scoring criteria used by staff are described in this chapter. A detailed worksheet used to score applications is available upon request. Applicants are encouraged to request the scoring worksheet and use it to evaluate their own applications, and look for opportunities to improve the application before submitting it to the DNR.

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.

DEVELOPMENT APPLICATION SCORING CRITERIA

1. NEED FOR PROJECT	
A. Rationale for the Project: The proposed project is consistent with the community/state recreation plan's goals and objectives. The proposed project is adequately justified in terms of the need for additional facilities of the type proposed. The availability of the proposed type of facility in the region was evaluated (as appropriate).	20
B. Collaboration: The plan or application was developed through collaboration* with stakeholders that may include adjacent communities, non-profit organizations, user groups, and other entities as appropriate. *Collaboration must be demonstrated through ongoing participation in the planning, operation, and/or maintenance of the project, with the intent that the collaborating parties would be the anticipated users of the facilities. Financial contribution is not required to demonstrate collaboration.	20
C. Public Support and Opposition: The application/recreation plan demonstrates that the proposed project is widely supported in the community/region. Also, there is minimal public opposition to the proposed project or applicant is working to address the concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered. Documentation of support was provided.	20
Maximum Possible Points (A + B + C)	60
2. SITE AND PROJECT QUALITY	
A. Ability to Get to the Site—The amount and type of directional signage is adequate for the type of park. The park site is easily recognized as a public park or outdoor recreation area. The park can be directly and safely accessed and is appropriately located for the type of project. The amount of parking (existing or proposed) is appropriate for the type, location, and expected usage of the project. For urban projects, site is on a public transportation route or is served by a "dial-a-ride" type transportation service for seniors and persons with disabilities.	20
B. Compatibility—Site is compatible with its intended purpose and the proposed site design. Site design is clear and understandable.	20
C. Renovation—Project involves renovation at an existing park site. Renovation is not needed as a result of inadequate maintenance or design. Park must be at least 20 years old.	20
D. Use of Environmentally Friendly Features—(Note: Project must include at least three qualifying features to receive points: <ul style="list-style-type: none"> • Pervious paving materials • Recycling bins on site • Reduction of energy use • Landscaping with native plants • Use of natural renewable resources (solar, geothermal, etc.) • Using building materials with high content of post-consumer recycled 	20

<ul style="list-style-type: none"> materials • Toilets or other reduction of water use • Efficient lighting • Storm water management • Other 	
<p>E. Crime Prevention and Safety Measures—Potential safety issues have been addressed.</p> <ul style="list-style-type: none"> • Layout maximizes visibility of people and parking areas • Adequate lighting • Hours of operation clearly posted • Monitoring of project at appropriate times and locations • Physical layout clearly defines property lines and distinguishes and separates public and private spaces through landscape plantings, pavement designs, and fencing • Trails within parks are looped or otherwise minimize deadends • Trailways clearly indicate public routes and discourage access to private areas 	20
<p>F. Programming/Marketing—The applicant has addressed how they will make the public aware of the project and/or the park/forest/recreation area. If a project would provide universal access, this information must be included:</p> <ul style="list-style-type: none"> • Booklets/brochures • Presentations to schools, organizations, clubs, etc. • Radio/television • Website • Special events, such as fairs and festivals • Newspapers/magazines 	20
Maximum Possible Points (A + B + C + D + E + F)	120
3. APPLICANT HISTORY	
A. Per capita <u>development</u> grant assistance (MNRTF, LWCF, Recreation Bond Fund, CMI) received by the applicant in the past 20 years exceeds the median value awarded to all communities over the past 20 years.	0
B. Per capita development grant assistance (MNRTF, LWCF, Recreation Bond Fund, CMI) received by the applicant in the past 20 years is less than the median value awarded to all communities over the past 20 years+.	20
C. Applicant has not received a development grant from the recreation grant program in the past 20 years (MNRTF, LWCF, Recreation Bond, CMI).	40
D. Compliance with Program Procedures – the 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 Department procedures while completing grant-assisted projects (acquisition and development) awarded in the past 6 years. Give points if the applicant has never received a grant.	10
E. Applicant has a formal recreation department/DNR division or parks committee.	10
Maximum Possible Points (A or B or C) + D + E	60
4. FINANCIAL NEED OF THE APPLICANT	
A. Upper one-third median household income	0

B. Middle one-third median household income	20
C. Lowest one-third median household income	40
Maximum Possible Points (A or B or C)	40
5. QUALITY OF THE OVERALL PARK DESIGN	
A. The design of the entrance and traffic flow pattern into the park is safe and convenient for all—vehicles, pedestrians, bicyclists, people using personal assistance devices (e.g., wheelchairs), etc.	10
B. Road crossings within the park are kept to a minimum.	10
C. Facilities are placed so as to have the least environmental impact.	10
D. Layout maximizes potential groundwater infiltration.	10
E. Recreation and support facilities do not negatively impact each other (e.g., placing a ball field next to a bird watching area).	10
Maximum Possible Points (A + B + C + D + E)	50
6. PROJECT FACILITIES/SCOPE ITEMS	
A. Scope items are appropriate in size for the anticipated level of use.	10
B. The project includes all necessary support facilities and some amenities, such as parking, drinking fountains, and restrooms, or they are already available at the site.	10
Maximum Possible Points (A + B)	20
7. UNIVERSAL ACCESS DESIGN	
A. The applicant obtained information on persons with disabilities in their community or the state and gathered comments regarding recreation interests and accessibility needs. The applicant has documented how the ideas/suggestions gathered from the public input process influenced the design of the proposed project. Documentation of dialogue with an organization or individual with disabilities was provided. The applicant has documented how any applicable ideas and suggestions influenced the design of the proposed project (please provide letters). <ul style="list-style-type: none"> • Centers for Independent Living • The Arc • Little People of America • Paralyzed veterans • Agencies for the aging • Local schools • Neighborhood groups • Other 	10
B. ALL of the proposed facilities meet these criteria.	20
C. SOME of the proposed facilities meet these criteria.	10
D. NONE of the proposed facilities meet these criteria and/or insufficient documentation was provided.	0
Maximum Possible Points (A + B or A + C or A or D)	30
TOTAL POSSIBLE POINTS UNDER CORE DEVELOPMENT CRITERIA 1-7	380

ALIGNMENT WITH SCORP	
Listed are the maximum possible points that may be earned under each project type. An application may earn points under only one of the priority project types. Factors used to score applications, and their associated points, will be developed and available for review on the evaluation worksheet	
<p>1. Trails or trails that provide direct access to:</p> <ul style="list-style-type: none"> • Regional Trail/Trailhead – Development of a trail that will connect to an existing regional trail or for a trailhead on an existing regional trail. The proposed trail must be identified on a documented trail plan. • Documented Water Trail – Development of trailhead and/or canoe pull out facilities on a well-documented and promoted water trail. Provide a copy of the documented trail plan or a website link where the plan can be viewed. Trailhead development must also include wayfinding and promotion materials (POSSIBLE POINTS 50) • Local Trail/Trailhead – Development of a trail or trailhead that is not connected to an existing regional trail. The proposed trail must be part of a trail network that is identified on a documented trail plan. Provide a copy of the documented trail plan or a website link where the plan can be viewed. • Proposed Water Trail – Development of trailhead and/or canoe pull facilities for a proposed water trail. Provide a copy of, at a minimum, a conceptual trail map that indicates the location of the nearest well-documented • Regional trail. Trail development must also include wayfinding and promotion materials. (POSSIBLE POINTS 30) • Secondary Trail/Amenities – While the project may include a trail that is or will be part of a trail network and/or amenities for trail users, these are not the primary result or intention. • Secondary Water Trail Amenities – While the project may include trailhead and/or amenities for water trail users, these are not the primary result or intention. (POSSIBLE POINTS 10) • Trail is contained within a park or water access is only provided for the park in which it is located. • Project will not provide a trail or trail amenities. (POSSIBLE POINTS 0) 	50
CONVERSIONS	
<p>The applicant has an unresolved conversion.</p> <p>Conversions of park areas developed with grant assistance is strongly discouraged.</p> <p>The scores of applicants with current conversions will be negatively impacted in the scoring process and could become ineligible to receive future DNR grant funding. If there are pending conversions, they should be mitigated expeditiously. Contact the Grant Coordinator in your area for assistance.</p>	-50

If the total requested dollar amount of LWCF-eligible applications that score the same exceeds the funds available, the DNR will establish “tie-breaking” criteria to select the applications to be recommended to the NPS. If the tie-breaking criteria does not provide a cut-off, like-scoring applications will be ranked from the largest to the smallest request and recommendations will be made from this ranking until all available LWCF funds have been awarded.

APPENDIX A: LAND AND WATER CONSERVATION FUND

BASIS AND PURPOSE OF THE PROGRAM

The Land and Water Conservation Fund (LWCF) Act of 1965 (Public Law 88-578, 78 Stat 897) was enacted "...to assist in preserving, developing and assuring accessibility to all citizens of the United States of America of present and future generations ...such quality and quantity of outdoor recreation resources as may be available and are necessary and desirable for individual active participation...".

The LWCF program has had a role in establishing or bolstering a number of key national conservation policies and served as the blueprint for the Michigan Natural Resources Trust Fund and other state and federal recreation and conservation programs:

First among these is the principle of resource reinvestment. Most of the income deposited to the fund comes from offshore oil leasing revenues, based on the idea of recycling the proceeds of natural resources development back into natural resources protection. While a nonrenewable resource is being used, renewable resources in the form of conservation and recreation lands are increased and enhanced.

The grants program has also emphasized a leadership role for states - a full partnership with national and local governments in planning, funding and providing nationwide recreation opportunities. As a result of this emphasis, states have:

- Made firm commitments to outdoor recreation planning
- Established and expanded their own scenic river trail and other systems
- Encouraged their cities and counties to improve planning and development of recreation resources
- Instigated hundreds of recreational bond issues to fund state and local parks.

A third principle, and one with major impact on long-term resource protection, is the **concept of a permanent, national recreation estate**. The LWCF Act requires that all property acquired or developed with LWCF assistance be maintained perpetually in public recreation use. This ensures that tens of thousands of outdoor sites - at every level of government and in almost every county of the United States - are recognized as continuing legacies that must remain available, not just for today's citizens but for all future generations of Americans.

FUNDING FOR THE PROGRAM

The LWCF is supported by revenues from gas and oil development from the outer continental shelf. Following Congressional appropriation, LWCF monies are apportioned to the states by the Secretary of Interior each fiscal year in accordance with the apportionment formula contained in the LWCF Act.

The formula includes a factor for equal distribution of a portion of the fund among the states, as well as factors for distribution based on population and need. Funds are apportioned to the individual states, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Government of the Northern Mariana Islands, which are collectively referred to as "the states". Funds may be made available through the states to political subdivisions of the state and other appropriate public agencies, including recognized Indian tribes which otherwise qualify for LWCF assistance.

ADMINISTRATION OF THE LAND AND WATER CONSERVATION FUND

The Governor of each state must designate in writing an official who has authority to represent and act for the state as the State Liaison Officer (SLO). The SLO has the authority and responsibility to accept and to administer funds paid for approved projects. The SLO for the State of Michigan is the Director of the Department of Natural Resources. The SLO also selects one or more alternate (ASLO) liaisons. The final selection of projects is approved by the SLO.

ADDITIONAL INFORMATION REQUIRED FOR FUNDED PROJECTS

For those applications that are chosen by the DNR Director for recommendation to the NPS, additional information must be submitted to the DNR before the applications can be sent to the NPS for final approval. The following is a list of the information that is required for funded projects:

1. Proposal Description and Environmental Screening Form

This form is an objective presentation of how the proposed project will directly or indirectly affect the present natural, social, and economic environment. Based on the information in the form, the NPS will determine if an environmental assessment (EA) is required for the project.

The form will include a description of the proposed action, a description of the environment, and the environmental impact of the proposed action.

2. State Historic Preservation Office Letter of Effect

Federal regulations require a separate review of proposals by the Michigan State Historical Preservation Office (SHPO). A report will need to be completed and submitted to SHPO that outlines any ground disturbing activity, a project work description and area of potential effects, identification of historical properties, photographs of the area, and a determination of the project's effect on historical properties.

3. Permits

Copies of any federal and state permits, or permit applications required as part of the project will need to be provided. Please refer to chapter 3 for a listing of state agencies.

4. Donation Detail

For projects that include donations of labor, equipment, or materials as part of the match, information regarding the type of labor, equipment or materials to be donated will be required as well as letters of commitment from donor(s).

BEGINNING THE PROJECT

Projects can be started only after **both of the following actions** take place:

- Approval by the NPS.
- Execution of a formal contract (Project Agreement) between the DNR and the grantee.

A grantee may not do the following until written approval from Grants Management is received:

- Solicit bids or begin the contractor selection process.
- Start site preparation work or incur any costs for which you intend to seek reimbursement, other than pre-approved engineering.

REQUIREMENTS FOR PROJECT COMPLETION

Following is a brief description of some of the key procedures and requirements for approved applicants. For more detail on these procedures, consult the booklet *Development Project Procedures* (IC1912), available from Grants Management, or access the website at www.michigan.gov/dnr-grants click on "Grant Programs" and "Land and Water Conservation Fund" and "Forms and Publications"

Using Professional Services: All grantees are required to retain professional services to complete certain portions of their project. All grantees must 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 appropriate standards.

Project Completion: All grantees are given two years to complete a project. The project period begins when the Project Agreement is issued to the grantee. The project must be completed in accordance with the approved application. Changes to the project such as adding or deleting scope items require prior DNR approval. Significant changes will also require prior approval from the NPS

Payment of Grant Funds: All grants are issued as reimbursement for costs incurred by the grantee. The DNR does not provide advance payments for approved projects. Grantees must submit reimbursement requests, accompanied by the required documentation, to receive grant funds. Multiple reimbursement requests may be submitted over the course of project

construction. The final 10 percent of the grant amount will be withheld pending a successful inspection and audit of the grant file.

Because grantees must cover the cost of the project and wait for reimbursement, applicants should ensure they have adequate local funds available to initiate projects.

RESPONSIBILITIES FOLLOWING PROJECT COMPLETION

NOTE: The following information is taken from the National Park Service LWCF Manual.

Retention and Use

The project site shall be retained and used for outdoor public recreation in perpetuity. The project site cannot be wholly or partly converted to other than public outdoor recreation uses without prior approval of the DNR and the NPS. Also, significant changes made in how the site is used for recreation, such as changing the use at the site from passive to active, may also be subject to approval by the DNR and the NPS.

Operation and Maintenance

Sites developed with a LWCF grant shall be operated and maintained as follows:

- The site shall be signed as open to the public and display the standard LWCF sign.
- The site shall be maintained so it is attractive and inviting to the public.
- Sanitation and sanitary facilities shall be maintained according to applicable health standards.
- The site shall be kept reasonably open, accessible, and safe for public use. Fire prevention and similar activities shall be maintained for public safety.
- Buildings, roads, trails and other structures and improvements shall be kept in reasonable repair throughout their estimated lifetime to prevent undue deterioration and to encourage public use.
- Facilities shall be kept open for public use at reasonable hours and times of the year, according to the type of area or facility.

Nondiscrimination and Public Access

The project site shall be open to appropriate entry and use by all persons regardless of race, color, national origin, age, marital status, height, weight, religion, sex, residency, or disability.

The site shall be maintained at all times to be accessible and useable by persons with disabilities.

Preferential membership or annual permit systems are prohibited; however, admission price and other fees may be based on residency. Nonresident fees shall not exceed twice that charged residents; where residents are not charged a fee, nonresident fees may not exceed the rate charged residents at similar facilities in the area that are open to the public.

Compliance Inspections

The DNR will carry out periodic inspections after project completion. Grant recipients will be notified of any compliance issues raised by an inspection and are obligated to address them in a timely manner.

APPENDIX B: SOURCES OF INFORMATION ON ACCESSIBILITY AND UNIVERSAL ACCESS

U.S. ACCESS BOARD

www.access-board.gov

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:

- Recommendations for Accessibility Guidelines for Outdoor Developed Areas

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

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:

<https://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
Staff email – 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: glbtac@uic.edu

MICHIGAN DISABILITY RESOURCES

www.michigan.gov/disabilityresources

The Michigan Department of Labor & Economic Growth created this website, which is devoted specifically to the interests, concerns, and needs of Michiganians 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

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:
<p>Trail: nature trail, walkway, pathway, etc.</p>	<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.
<p>Boardwalk: wetland and water access</p>	<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.
<p>Nature center:</p>	<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.

Type of Recreation Facility	Universal Access Design Considerations:
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, 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

Type of Recreation Facility	Universal Access Design Considerations:
<p>Campgrounds:</p>	<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
<p>Camping Cabins and Yurts:</p>	<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.
<p>Picnic areas and elements: Pavilions, picnic tables, grills, fire rings, water pumps, etc.</p>	<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 - raised fire building surfaces so you can place wood without leaning too far over from a standing or seated position
<p>Archery range:</p>	<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

Type of Recreation Facility	Universal Access Design Considerations:
<p>Playgrounds:</p>	<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: Fields: soccer, football, baseball, etc. Courts: tennis, basketball, bocce, horseshoes, etc. 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

Type of Recreation Facility	Universal Access Design Considerations:
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 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 paved parking spots - the accessible parking spot(s) 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 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

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 Accessibility Guidelines* and/or the *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. NOTE: The *2010 Americans with Disabilities Act Standards for Accessible Design* have been approved and are effective March 2012.

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

LAND AND WATER CONSERVATION FUND

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

WHEREAS, _____ supports the submission of an application titled, “_____” to the Land and Water Conservation Fund 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; 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 Land and Water Conservation Fund 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

Date

LAND AND WATER CONSERVATION FUND
SAMPLE RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITHOUT
DONATED FUNDS

WHEREAS, _____ supports the submission of an application titled,
“_____” to the Land and Water Conservation Fund 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; 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 Land and Water Conservation Fund 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

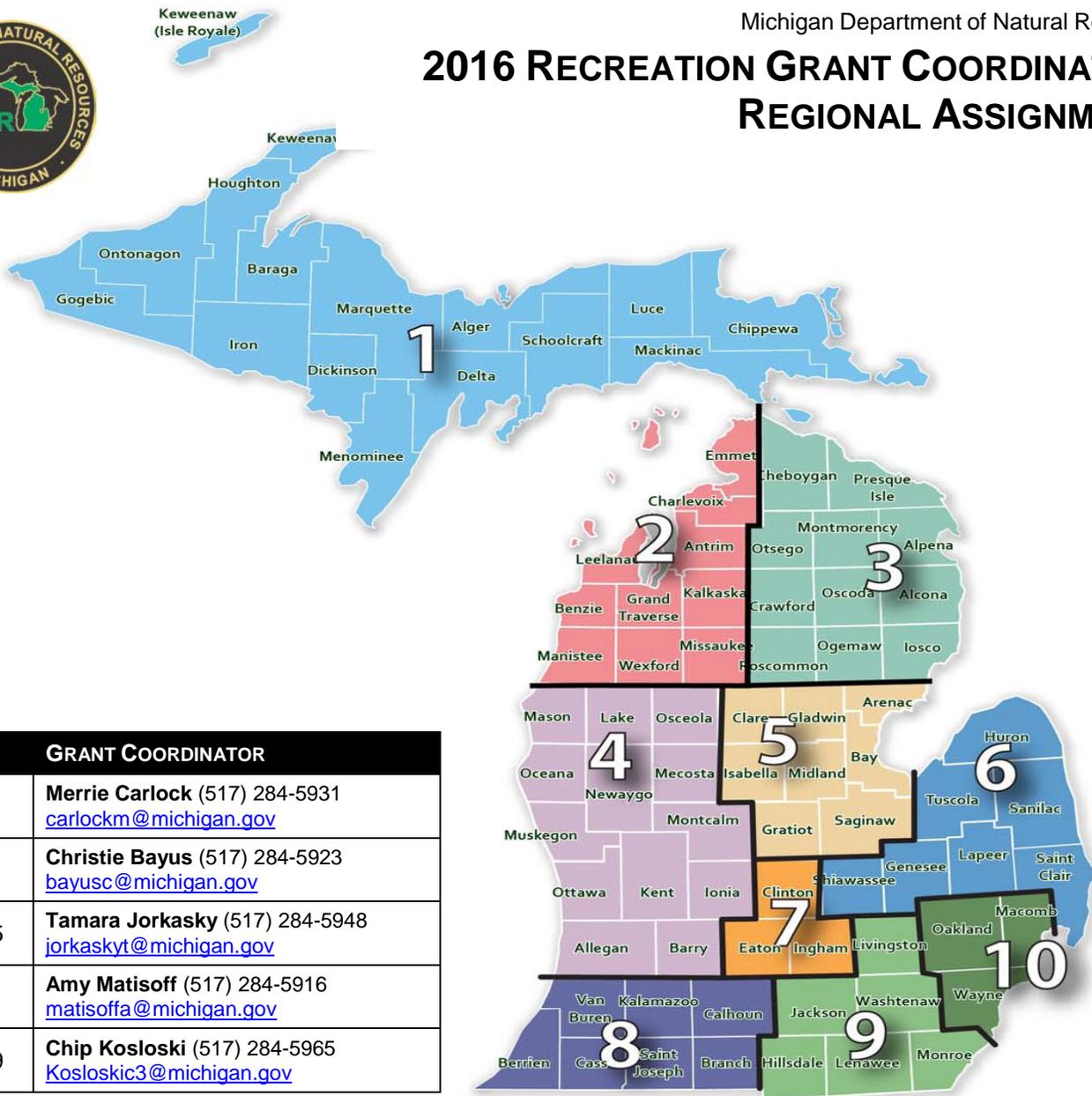
Date

APPENDIX E: 2016 RECREATION GRANT REGIONAL REPRESENTATIVES



Michigan Department of Natural Resources

2016 RECREATION GRANT COORDINATORS REGIONAL ASSIGNMENTS



REGIONS	GRANT COORDINATOR
1	Merrie Carlock (517) 284-5931 carlockm@michigan.gov
2	Christie Bayus (517) 284-5923 bayusc@michigan.gov
3, 4 & 5	Tamara Jorkasky (517) 284-5948 jorkaskyt@michigan.gov
6 & 10	Amy Matisoff (517) 284-5916 matisoffa@michigan.gov
7, 8 & 9	Chip Kosloski (517) 284-5965 Kosloskic3@michigan.gov

ADDITIONAL GRANTS MANAGEMENT CONTACTS

Steven J. DeBrabander, Manager, (517) 284-5930, debrabanders@michigan.gov

Linda Harlow, Assistant to the Manager and MNRTF Board Secretary, (517) 284-7268, harlowl@michigan.gov

Jon Mayes, Unit Manager, Recreation Grants, (517) 284-5954, mayesi@michigan.gov

Christie Bayus, Program Manager, LWCF/Marine Safety/ Recreation Passport Programs, (517) 284-5923, bayusc@michigan.gov

Kammy Frayre, Program Manager, Invasive Species Grant Program and Conversions Officer, (517) 284-5970, frayrek1@michigan.gov

Michelle Ballard, Grants Payment Officer, LWCF/Marine Safety/ Recreation Passport Programs, (517) 284-5974, ballardm3@michigan.gov

Lance Brooks, Grants Payment Officer, Aquatic Habitat and Wildlife Habitat Grant Programs, (517) 284-5971, brooks1@michigan.gov

Kelly Parker, Program Manager, Dam Management, Aquatic Habitat, Wildlife Habitat Grant Programs, (517) 284-5957, parkerk4@michigan.gov

Michael Chuff, Financial Specialist, MNRTF, (517) 284-5951, chuffm@michigan.gov