

CFDA 15.916 – OUTDOOR RECREATION,
ACQUISITION, DEVELOPMENT & PLANNING



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2012

LAND AND WATER CONSERVATION FUND

OPEN PROJECT SELECTION PROCESS



Application Guidelines

Michigan Department of Natural Resources
Grants Management

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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) 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 form and the other forms and information you received with this booklet before you begin to prepare your application package.

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 C 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 517-373-9125 and you will be directed to the appropriate representative.

This booklet and all forms needed to complete an application package are available on our website: www.michigan.gov/dnr-grants click on "DNR - Grants" and "Land and Water Conservation Fund."

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 2012 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 2012

January 2012	Application forms available
April 1, 2012	Grant Application Deadline: All LWCF applications must be postmarked by the U.S. Postal Service no later than April 2, 2012.
April 1, 2012	Deadline for recreation plans or plan amendments to be approved by the DNR for consideration as of the April 2, 2012 grant application deadline.
July, 2012	2012 LWCF recommended projects are submitted to the DNR Director for final recommendation.

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 2012. 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 \$100,000 (\$200,000 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 application package can be found in chapter 3.

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 2012 will be on meeting the priorities of the 2008-2012 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 in 2012.

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.
- Federally-recognized Native American Tribes.
- Huron-Clinton Metropolitan Authority, 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.
- School districts are eligible to apply if they meet the requirements given in *Guidelines for the Development of Community Recreation and Natural Resource Conservation Plans* (IC 1924).

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

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 so that the facilities constructed with grant assistance and any other facilities necessary for their use, such as entrance drives, parking, walkways and rest rooms. This includes access in compliance with the Americans with Disabilities Act of 1990, as amended.
- A permanent plaque identifying the site as LWCF-assisted must be posted prominently on the entrance sign or other highly visible location within the park.
- An entrance sign identifying the park as a public recreation site open to all users must be prominently displayed.

RECREATION PLAN

All applicants must have a current, five-year community recreation plan that has been locally adopted and approved by the DNR by the application deadline. For guidance on preparing a recreation plan or amending your plan, consult the DNR booklet *Guidelines for the Development of Community Recreation and Natural Resource Conservation Plans* (IC1924).

SITE CONTROL

The applicant must own the project site. Perpetual easements for access to a project site are acceptable. Leased sites are not eligible to receive LWCF assistance.

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, except sheltered ice rinks and swimming pools according to the NPS cold climate restrictions.

ALLOWABLE NUMBER OF PROJECT SITES

While each application submitted must be for a single project, a project may include the development of similar facilities at multiple locations, such as replacing playground equipment at several parks.

MINIMUM AND MAXIMUM GRANT AMOUNTS

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

Maximum Grant Request: \$100,000 (\$200,000 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. Only the highest priority application will be eligible to receive the maximum number of points under the "Need for the Project" criterion. (See chapter 3 for a description of the application evaluation criteria).

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.

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. 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.

Applicant Population

Your population will be used to determine the cost per capita, which is one of the factors used in scoring your application. To successfully claim a service area that is larger than the population of your community, as determined by the U.S. Census Bureau you will need to demonstrate one of the following:

- Your recreation plan indicates that you serve a larger population than your own and the communities you serve do not provide recreation services to their residents; or
- Seasonal residents in your community will use the proposed project.

PROJECT DESIGN

The quality of the site you choose for your proposed project and the details of your project design are important factors to consider. How well you address them will impact the score for several of the criteria.

Projects should be designed to minimize the impact to the natural features of the site. We encourage you to consider the following examples:

- Designing the entrance and traffic flow pattern into the park for the safety and convenience of motorists, pedestrians, bicycle riders, and those that use wheelchairs or other assistance. Consider your ability to link the site to public transportation, non-motorized trails, and greenways.

- Making sure the site is easily recognizable as a public park or recreation area.
- Minimizing the traffic flow within the park.
- Avoiding multiple road crossings and encircling active recreation areas with roads.
- Routing linear parks (trails) to maximize their use for recreation opportunities.
- Addressing safety and crime issues through means such as adequate maintenance, lighting, and hours of operation.
- **Required:** Your project must meet the accessibility requirements of the *2010 Americans with Disabilities Act Accessibility Guidelines and the Recommendation for Accessibility Guidelines: Outdoor Developed Areas*. All proposed recreation facilities and the access routes to them must comply with these guidelines. However, you are encouraged to design facilities that exceed accessibility requirements to provide universal access for all people, including those with disabilities (see following subsection).
- Designing facilities to be appropriate in size for the level of anticipated use.
- Placing scope items in the least sensitive areas, such as those already cleared or impacted, or designing them to have minimal environmental impact. Retaining or planting natural shade trees in parking areas; clustering facilities to minimize their footprint and maximize open space; renovating existing structures rather than building new; and developing facilities to prevent erosion and minimize runoff.
- Placing recreation and support facilities in areas that are not negatively impacted by surrounding land uses or each other. For example, areas proposed for bird watching should not be next to a busy road, or directly adjacent to an active ball field.
- Designing the project to utilize the site's natural renewable resources, such as solar and geothermal energy sources.
- Incorporating other environmentally friendly/innovative features or technology into the project. Examples include efficient lighting, recycling bins on site, use of non-toxic and/or recycled building materials, on-site storm water management, low water toilets, and high post-consumer content recycled products or materials (for example, asphalt, concrete, metal, plastic, glass, and rubber).
- Landscaping or planting with native trees, shrubs, or groundcover.

NOTE: ALL OVERHEAD UTILITY LINES MUST BE BURIED.

Universally Accessible Project Design

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

The design of the project should follow the Principles of Universal Design (see appendix B):

- Equitable use;
- Flexibility of use;
- Simple and intuitive use;
- Perceptible information;

- Tolerance for error;
- Low physical effort;
- Size and space for approach and use.

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.

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. **Please do not submit aerial photographs for location maps, site development plans, or boundary maps.**

REQUIRED CONTENT FOR ALL APPLICATIONS:

- LWCF Grant Application Form** (PR5601), completed and signed
- Application Narrative**
- Site development plan**
- Project location map**
- Documentation of local match**, if required in Section A1 of the application form
- 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
OPTIONAL: GIS shape file of the boundaries of your park site in the Michigan GeoRef Coordinate System.
- Preliminary floor plans and elevation drawings for proposed structures**
- Documentation of Site Control Form** (PR 5601-3)
- Photographs of the site** - please submit electronically to your grant coordinator

RECOMMENDED SUPPORTING DOCUMENTATION:

- Letters of commitment and support for the project**
- Minutes of additional public meetings** to gather public comment and support
- Correspondence regarding regulatory permitting issues**, if applicable
- Documentation supporting population of seasonal residents claimed**, if applicable

COMPLETING THE LWCF GRANT APPLICATION FORM

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

SECTION A1: APPLICANT SITE AND PROJECT IDENTIFICATION

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

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

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

SECTION A2: 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.**

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:

- a) **General Funds or Local Restricted Funds:** Local cash from the applicant's general fund or restricted recreation funds.
- b) **Force Account Labor/Materials:** The applicant's paid employees who will work directly on the construction of the project or the cost of materials you already own that will be used in the construction of the project. This value cannot include administration or supervision costs, but may include engineering services.
- c) **Federal or Other State Funds:** Other grant funds that either have been awarded or will be sought. **COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG) AND RECREATIONAL TRAILS PROGRAM (RTP) ARE THE ONLY FEDERAL FUNDS THAT ARE ELIGIBLE AS MATCH.**
- d) **Cash Donations:** Cash generated from donations, fund-raising, or other similar means.
- e) **Donated Labor/Materials:** Labor or materials directly related to the construction of the project from sources other than the applicant's own paid labor. Donated labor must be valued at minimum wage unless a professional is donating his or her professional services (such as an electrician doing electrical work).
- f) **Total Match.** Report the sum of lines a) through e), rounded to the nearest hundred dollars. This amount must equal the grant amount requested.
- g) **Grant Amount Requested.** Indicate the amount of LWCF funding you are requesting, **rounded to the nearest hundred dollars**. Remember the \$30,000 minimum and \$100,000 maximum allowable grant request amounts.

Total Project Cost. This value is the sum of lines f) and g). Be sure the total project cost is the same as the total shown in Section A4 of the application.

SECTION A3: EXPLANATION OF MATCH SOURCES

You must complete this section if your match includes federal or state funds, cash donations, or donated labor or materials.

SECTION A4: 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. If there are more than ten scope items, make a copy of the page.

Include in the table the cost to hire a licensed engineer, architect, or landscape architect (the Prime Professional) to prepare all plans, specifications, and bid documents for grant-funded projects. The Prime Professional will also be required to sign all 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.

DEVELOPMENT PROJECT SCOPE		
SCOPE ITEMS	SIZE OR QUANTITY	COST (Round to nearest \$100)
1. Softball Fields	2	\$85,000
2. Picnic Area (see attached sheet)	1	\$10,000
3. 10-car parking lot, paved	1	\$35,000
4. Renovations to make restroom barrier-free	1	\$20,000
Permit Fees		\$500
	Subtotal	\$160,500
Engineering (15 percent)		\$24,000
	Total	\$174,000

When needed, provide a further breakdown of the costs that make up individual scope items on a separate sheet of paper. For example, for the picnic area the breakdown might be:

BREAKDOWN OF PICNIC AREA COSTS (SCOPE ITEM #2)	
SCOPE ITEM ELEMENTS	COST
10 picnic tables @ \$600 each	\$6,000
6 grills @ \$250 each	\$1,500
4 trash containers @ \$125 each	\$500
Access routes and concrete pads	\$2,000

SECTION B: 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 C: 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 D: SITE CONDITIONS

Property Checklist

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

Environmental Conditions

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 F: CERTIFICATION

Signature

The application must be signed by an 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 signing 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.

APPLICATION NARRATIVE

The application narrative is an important source of information used to evaluate and score your application. The application narrative will provide Grants Management with an overall picture of your proposed project.

Using the subheadings below, describe how you incorporated the factors outlined in chapter 2, and any additional information you believe is important. If you are proposing a universally accessible project, be sure to incorporate this information in your narrative when discussing all aspects of your project. Be thorough, but as brief as possible in your responses.

I. PROJECT DESCRIPTION

Provide a brief (1-2 sentence) 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.¹ 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.

¹ Grants Management staff can provide you with this information.

- 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

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.
- 4) Discuss any health advisories for the water bodies accessed by your project.

Describe how these advisories will affect the use of the site and your proposed facilities.

ATTACHMENTS

✓ 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. Also include in your application package a map of the trail network (existing or proposed) to which your project will link.

✓ PROJECT LOCATION MAP

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

✓ DOCUMENTATION OF LOCAL MATCH SOURCES

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

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

If any portion of the match is to be made up of **cash, labor, or 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

Include 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.

✓ **MINUTES OF THE PUBLIC MEETING**

Include 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**

Boundary maps must clearly define the boundary of the parkland to be developed. Use permanent landmarks such as streets and water bodies, as well as dimensions, to clearly define the area. The boundary map must match the area described in the *Documentation of Site Control Form*. 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.

✓ **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.

✓ **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. If possible, please email these photos to your grant coordinator, whose address is listed on the last page of this booklet.

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.

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.

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.

1. NEED FOR THE PROJECT

The most critical factor in determining the score for this criterion is how well the project is justified as a recreation need in the community recreation plan and/or the application narrative. Other factors considered are the availability of similar opportunities in the service area and the demonstration of local support for the project.

2. APPLICANT HISTORY

The main factors considered under this criterion are the applicant's performance in handling recreation grants in the past five years under the MNRTF, LWCF, 1988 Recreation Bond program, and CMI–Recreation Bond program; the applicant's stewardship of their existing parks and recreation system; and the post-completion record at recreation grant-assisted sites.

The applicant's grant performance in the past five years is considered in these areas: following grant procedures; providing reimbursement requests and payment documentation in a timely manner; completing the project within the original project completion period; completing good quality projects, including compliance with barrier-free requirements; and responding to all concerns addressed during post-completion inspections.

Stewardship of the applicant's existing system is evaluated by considering the applicant's overall operation and maintenance of existing parks and recreation lands and facilities. Other factors considered include whether any portion of the applicant's park and recreation land or facilities have been sold, transferred, closed, and/or had non-recreation facilities added, the implementation of "residents only" policies, and the discovery of site contamination. In evaluating the sales, transfers, or closures of parkland, staff will consider rationale for the changes provided by the applicant.

The evaluation of the post-completion record of the applicant will include all sites for which the applicant has received a recreation grant, regardless of the amount of time that has passed since the grant was awarded. Factors that will be considered include the length of time an unapproved, unmitigated conversion has existed at any grant-assisted site and the existence of an approved conversion for which the applicant has not implemented or completed the appropriate mitigation within the allotted timeframe.

Applicants who have received a recreation grant in the past are encouraged to contact Grants Management to determine if there are documented performance problems and determine the status of past grants. Information can be included in the grant application that provides an explanation of past problems and outlines the procedures and steps that have been implemented locally to ensure these problems will not occur on future grants. This explanation will be considered in staff scoring.

Communities with no prior recreation grants and no stewardship problems will receive the maximum score for this criterion.

3. SITE QUALITY

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

- Location and accessibility of the site in relation to intended users;
- Quality of the site and surroundings, including surrounding land uses and the presence of intrusions such as overhead wires (any overhead wires must be buried if a grant is awarded), roadways, and incompatible land uses;
- Safety or health issues;
- Compatibility of the site with its intended purpose, including the impact of the proposed development on the natural resources of the site.

4. PROJECT QUALITY

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

- A. Program Goals—is the proposed project compatible with MNRTF Program goals.
- B. Match—is the local match secure.
- C. Control/Tenure (development projects only)—does the applicant have adequate control of the proposed project site
- D. Accessibility of Proposed Facilities (development projects only)—will the proposed project meet all accessibility requirements.
- E. Overall Project Cost—is the cost per capita or cost per acre reasonable and justifiable.
- F. Quality of the Overall Park Design (development projects only)—does the site plan indicate consideration of safety, environmental, accessibility, and convenience issues.
- G. Project Facilities/Scope Items—are the scope items adequately justified and are all appropriate acquisition or development costs included in the project cost estimate.
- H. Use of Environmentally Friendly Materials and Innovative Technology (development projects only).
- I. Crime Prevention Measures (development projects only)—have potential crime issues been addressed.
- J. Readiness—will the applicant be able to begin the project in a timely manner.
- K. Applicant's Ability to Complete and Maintain the Project—applicant has the resources to successfully implement and maintain the proposed project.
- L. Permit Issues—have potentially required environmental permits been identified or received.
- M. Programming/Marketing—has the applicant addressed how they will make the public aware of the project.

4. ALIGNMENT WITH SCORP PRIORITIES			
FACTOR	DESCRIPTION	YES 10	NO 0
TRAILS	Project contributes to a trail network that is intended to link and provide access to destinations such as recreation sites, communities, goods and services and schools. Comments:		
COMMUNITY OUTDOOR RECREATION	Project is designed to develop, restore or renovate facilities that directly serve community residents. Comments:		
GREEN TECHNOLOGY IN OUTDOOR RECREATION	Project incorporates environmentally friendly technology in the design, development and renovation of facilities. Comments:		
UNIVERSAL ACCESS	Project will result in universal access beyond legal requirements. Comments:		
COORDINATION AND COMMUNICATION	Proposal demonstrates partnerships/cooperation between government agencies, schools, non-profit organizations, and/or willing private land owners as a means of meeting outdoor recreation goals, needs, and management through public involvement. Comments:		
TOTAL POINTS OUT OF 50:			

SUMMARY OF EVALUATION CRITERIA

CRITERIA	POINTS AVAILABLE
1) Need for Project	0, 10, 30, 50
2) Applicant History	0, 10, 30, 50
3) Site Quality	0, 10, 30, 50
4) Project Quality	0, 10, 30, 50
5) Alignment with SCORP Priorities	0-50
TOTAL POINTS AVAILABLE	250

5. LWCF TIE-BREAKING CRITERIA

If the dollar value of the 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.

Financial Need of the Applicant: (based on the most current U.S. Census Bureau data)	
Above statewide median household income (greater than \$51,467)	0 points
Middle income (\$40,729 - \$51,467)	10 points
Low income (up to \$40,729)	20 points

If the tie-breaking criteria listed above 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:

- Americans with Disabilities Act Accessibility Guidelines (ADAAG) 2002
www.access-board.gov/adaag/html/adaag.htm
- Recommendations for Accessibility Guidelines for Outdoor Developed Areas
www.access-board.gov/outdoor/outdoor-rec-rpt.htm

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

www.access-board.gov/po1.cfm

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

www.access-board.gov/links/disability.htm

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

www.indiana.edu/~nca

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
Comments: nca@indiana.edu

THE CENTER FOR UNIVERSAL DESIGN

www.design.ncsu.edu/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

Voice: (919) 515-3082 FAX: (919) 515-8951 Info Line: (800) 647-6777

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
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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.

ACCESS TO RECREATION INITIATIVE

www.accesstorecreation.org/

Launched in 2006, Access to Recreation is a three-year initiative that will support community foundations, parks and recreation providers, advocacy groups, and individuals as they work to provide greater access to a wide variety of recreation opportunities.

Access to Recreation is made possible through a W.K. Kellogg Foundation grant of \$15 million to Midwest Community Foundations' Ventures. The majority of funding has been re-granted to community foundations in Michigan, Ohio, Indiana, and Illinois to use for recreation projects that incorporate universal design principles resulting in greater accessibility. The grant also includes funds re-granted to the Michigan Recreation and Park Association Foundation and the Michigan Department of Natural Resources to be used for recreation projects and to provide ongoing training and learning opportunities for recreation practitioners.

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 spots - 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.)

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: 2012 RECREATION GRANTS REGIONAL REPRESENTATIVES

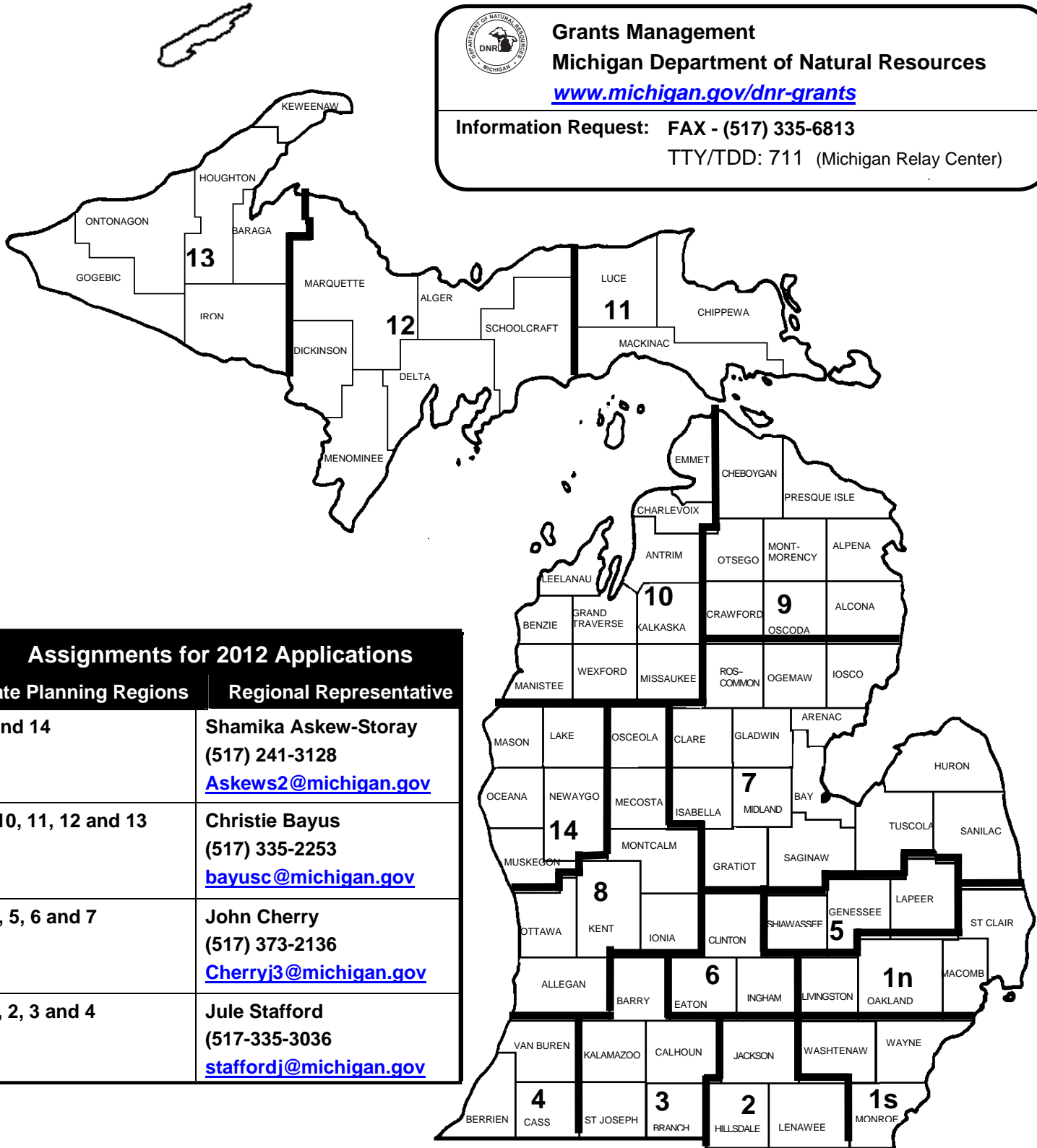


Grants Management
Michigan Department of Natural Resources

www.michigan.gov/dnr-grants

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