



**DEPARTMENT OF ENVIRONMENTAL QUALITY  
COASTAL ZONE MANAGEMENT GRANTS  
SAMPLE APPLICATION  
COMPLETION INSTRUCTIONS AND APPLICATION CHECKLIST**

**FOR ALL PROJECTS**

- 1. **Completed Grant Application form:** (see page 8 of the application)
  - 2. **Short Project Description:** (summarize the project in three to five sentences)
  - 3. **Detailed Project Description:**
    - Describe purpose of the project. Why is this project needed?
    - Describe essential elements of the project.
    - Describe how the project meets CMP objectives and program priorities.
    - Explain how the project is consistent with applicable local or regional land use plans, community master plans, development plans, recreation plans, zoning, etc.
    - Describe the level of local support for the project, including partnerships.
    - List approvals that will be necessary to implement the project (e.g., permits).
    - If construction, describe relationship to existing facilities.
  - 4. **Detailed Budget:**
    - Itemize project components using the *Project Budget Form* available on the CMP website ([www.michigan.gov/coastalmanagement](http://www.michigan.gov/coastalmanagement), under *Grants, Coastal Management Program Grants & Application*) and provide a cost estimate for grant funds and matching funds for each component, rounding to the nearest hundred dollars. Project components should be categorized under the following headings: Salaries, Fringe, Travel, Equipment, Supplies/Materials, Contractual Services, Other, and Indirect Costs.
    - Provide a statement indicating how the grant will be matched (i.e., cash, in-kind services, donations).
    - If the proposed project is a site planning, design, or engineering project, provide a statement identifying the source of funds to construct the project after the plans and specifications are completed.
    - If applicable, include source AND amount of additional or leveraged funding other than local funds.
- NOTE: Rent for housing, student tuition, state and federal permit application fees, and the purchase of computers are not eligible project expenses.
- 5. **Schedule for Completion:**
    - Provide a schedule for completion of the project components based on a standard award period starting January 1, 2012 and ending March 31, 2013 (see SAMPLE grant application for schedule format).
  - 6. **Organizational Capability:**
    - Describe the applicant's capability to manage and successfully complete the project such as past performance in successfully meeting reporting requirements, managing and completing MCMP projects or other projects, as well as organizational experience.
  - 7. **Resolution of Support:** (ONLY if grant applicant is a local unit of government)  
If applicable, letters of support from partnering entities.
  - 8. **Project Location Map:** (form provided in application package).

**FOR CONSTRUCTION PROJECTS ONLY**

- 9. **Completed Checklist:** (form provided in application package).

**10. 8½" x 11" drawing of the project site:** (site plan, relationship to property lines, and other facilities on the site). Distinguish between existing and proposed components of the site.

**11. A master plan for the site, if one exists, and sketches or drawings necessary to fully explain the project.**

**12. All construction projects must be either located on public land or land secured through a long-term lease (20 years minimum).** The project must be open to the general public and barrier-free accessible. To document public ownership, please submit **either** a completed **a** or **b** document.

**a. ATTORNEY TITLE OPINION** (Form provided in grant application package)  
This form must be completed and signed by an attorney. Please be sure the issue of easements or encumbrances is addressed.

**OR**

**b. PUBLIC OWNERSHIP AFFIDAVIT**  
This document may be completed by a local official who has the authority and knowledge to attest that the property where the project is located is publicly owned. **Do not fill out the form in the grant application package. The form in the grant application package is provided to illustrate the required format. SUBMIT ON A SEPARATE SHEET OF PAPER:**

- Explain your authority to certify that the property on which the proposed project is located is publicly-owned.
- Provide a legal description of the property on which the proposed project is located.
- State that the property is publicly owned and whether there are encumbrances, easements, liens, etc. on the property and whether they would interfere with it being used for the proposed project.



DEPARTMENT OF ENVIRONMENTAL QUALITY  
OFFICE OF THE GREAT LAKES  
**COASTAL MANAGEMENT PROGRAM GRANT APPLICATION**  
*Authorized by the Federal Coastal Zone Management Act, PL 92-583 of 1972, as amended.*

Application must be completed for project to be considered for funding.

Project Type: (Check One) <input type="checkbox"/> Coastal Management Project <input checked="" type="checkbox"/> Construction Project		<input type="checkbox"/> Program Enhancement Project	
Project Title Lakeview Park Improvements			
Project Location Village of Lakeview			County Alger
Project Location: (Land Description for construction projects only) Town 49N Range 13W Section 06 N/A			
Great Lake or Connecting Waterway Lake Superior			
Congressional District # 01		State Senate District # 38	State House District # 109
Amount of Grant Applied for	\$16,000 (Round to nearest \$500)		
Amount of Match	\$16,000		
Estimated Total Project Cost	\$32,000		
Applicant Name Village of Lakeview			Federal ID # 38-6004368
Street Address 123 Main Street			City Lakeview
State MI	Zip Code 47747	Fax # (906) 555-5555	Telephone # (906) 123-4567
E-mail Address (if applicable) smitheyj@mcmp.com			
Authorized Representative Name Jacqueline Smithey			Title Village Manager
Project Contact: (if different from above)			Telephone # ( ) -
<p><b>CERTIFICATION:</b> I certify that all statements in this application, including all requested supplemental information, are true, complete and accurate to the best of my knowledge.</p> <p>Authorized Representative Signature _____ Date _____</p>			

Standard Postal Service	Delivery Service or Overnight Mail
Attn: Ms. Virginia Berry MICHIGAN COASTAL MANAGEMENT PROGRAM OFFICE OF THE GREAT LAKES DEPARTMENT OF ENVIRONMENTAL QUALITY PO BOX 30473 LANSING MICHIGAN 48909-7973	Attn: Ms. Virginia Berry MICHIGAN COASTAL MANAGEMENT PROGRAM DEPARTMENT OF ENVIRONMENTAL QUALITY SOUTH TOWER 6 <sup>TH</sup> FLOOR 525 WEST ALLEGAN STREET LANSING, MICHIGAN 48933



DEPARTMENT OF ENVIRONMENTAL QUALITY  
OFFICE OF THE GREAT LAKES

**CHECKLIST – complete ONLY if a construction project**  
*Authorized by the Federal Coastal Zone Management Act, PL 92-583 of 1972, as amended*

**1. Public Benefit:**

a. The project will be located on a property that is publicly owned or accessible via a publicly-held easement.  Yes  No

b. The project will be for public benefit.  Yes  No

c. The project will not improve private property and/or result in private or commercial gain.  Yes  No

*If the answer to any of the above is No, the project is not eligible for construction funding.*

d. Securing an easement or lease is needed to conduct the project (i.e., because the property is not publicly owned).  Yes  No

*If the answer to 1d is Yes, attach a copy of the easement or lease to this checklist; if No, go on to 1e.*

What is the term of the easement or lease (provide date of expiration or specify if in perpetuity)? N/A

The easement or lease contains a reversionary clause.  Yes  No

e. The project will be open to the general public.  Yes  No  N/A

*If the answer to 1e is No, the project is not eligible for construction funding unless access is to be limited for a legitimate reason, such as public safety, resource protection, or scientific research. Attach an explanation for why the project will not be open to the public and describe the public benefits that would be provided by the project in the absence of public access.*

f. The public will be charged a user fee to access the project.  Yes  No  N/A

*If the answer to 1f is Yes, attach an explanation for the user fee, including the amount, whether there will be differential fees (and a justification thereof), the need for the fees, and proposed use of the revenue.*

**2. Involvement of Non-profit Organizations:**

A contract with a non-profit organization is needed to complete part or all of the project.  Yes  No If the answer to 2 is Yes, the name of the organization is:

**3. National Flood Insurance Program:**

a. The project will be located in a Special Flood Hazard Area shown on a National Flood Insurance Program (NFIP) Flood Insurance Rate Map.  Yes  No (If the answer to 3b is No, go on to 4.)

b. The community in which the project will be located is participating in the NFIP.  Yes  No *If the answer to 3b is No, the project is not eligible for construction funding.*

**4. National Environmental Policy Act**

- a. The proposed project may significantly affect the quality of the human environment.  Yes  No
- b. The proposed project involves unresolved conflicts concerning alternative uses of available resources.  Yes  No
- c. This action may have significant adverse effects on public health and safety.  Yes  No
- d. This action may have highly controversial effects to the human environment.  Yes  No
- e. This action may have highly uncertain and potentially significant environmental effects or involve unique or unknown risks.  Yes  No
- f. The project may have significant adverse impacts on other natural resources not covered elsewhere in this checklist, e.g., beaches and dunes, wetlands, estuarine areas, wildlife habitat, wild or scenic rivers, reefs, or other coastal resources.  Yes  No
- g. The project's effects may be individually insignificant, but their addition to effects from existing and reasonably foreseeable actions may result in cumulatively significant impacts.  Yes  No

*If the answer to any one subpart of 4 is Yes, then additional review and documentation may be required. Attach a description of the resource(s) affected, the nature and scope of the effects, and information explaining why you believe an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) should not be required.*

**5. Environmental Justice:**

The project will have disproportionately high and adverse human health or environmental effects on minority or low income populations.  Yes  No

**6. Americans with Disabilities Act:**

The proposed project will be accessible to people with disabilities.  Yes  No  N/A

*If the answer to 6 is No, attach an explanation for how the project meets the following criteria; otherwise, the project will not be eligible.*

*Construction projects shall comply with the Americans with Disabilities Act unless the construction would damage coastal resources or resource damage would occur in the absence of constructing a barrier-free project. In these instances the construction project shall be barrier-free to the extent that conditions allow. The applicant may not use increased cost as a reason to not construct a barrier-free project.*

**7. State and Local Laws:**

The project is consistent with applicable state and local laws.  Yes  No *If the answer is No, the project will not be approved.*

**8. Tribal Interests:**

a. The project is located on or will affect Tribal lands.  Yes  No *If No, go on to 9.*

b. The project is consistent with applicable tribal laws.  Yes  No *If No, the project will not be approved.*

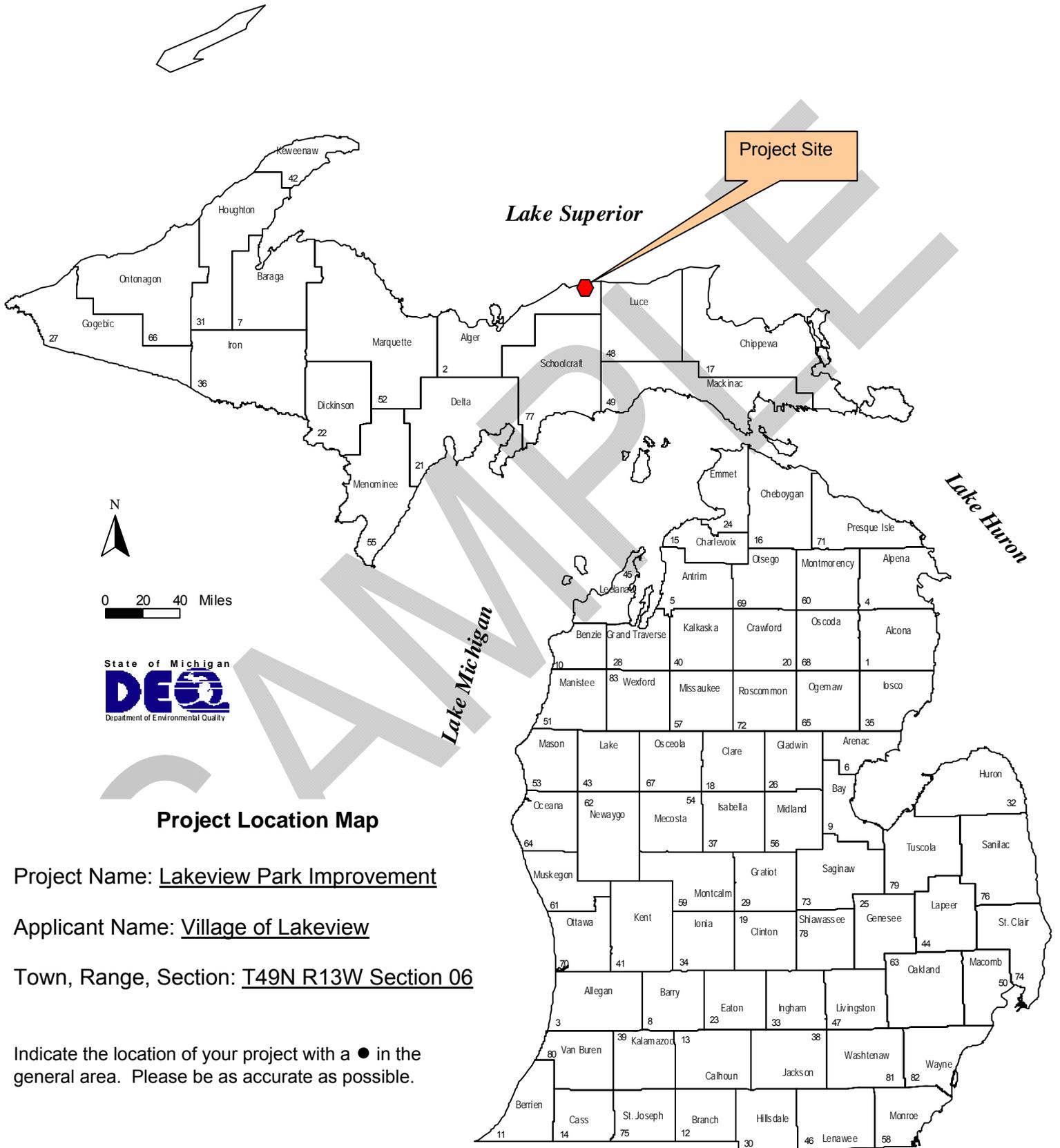
**9. Required permits:** Please list local, state, tribal or federal permits required for this project and the status of the permits. Construction work will not begin until the permits have been issued and received by the state CMP.

Local building permit and Part 301, Inland Lakes and Streams permit. These and any other necessary permits have not yet been obtained but will be acquired prior to commencing construction.

If you have any questions or require assistance in completing this checklist, please feel free to contact the Coastal Management Program staff at 517-335-3168.

SAMPLE

# Michigan Coastal Management Program



**Project Location Map**

Project Name: Lakeview Park Improvement

Applicant Name: Village of Lakeview

Town, Range, Section: T49N R13W Section 06

Indicate the location of your project with a ● in the general area. Please be as accurate as possible.



DEPARTMENT OF ENVIRONMENTAL QUALITY  
OFFICE OF THE GREAT LAKES

**ATTORNEY TITLE OPINION**

*Authorized by the Federal Coastal Zone Management Act, PL 92-583 of 1972, as amended.*

Date: <u>3/16/2011</u>		
RE: <u>Lakeview Park Improvements</u>		
I hereby certify that I am a member in good standing of the bar of Michigan, and have been requested to determine record of ownership for the parcel(s) of property on which the above-reference project will be constructed. <u>Lakeview Village Park, a parcel of land in the Village of Lakeview, Alger County, Michigan;</u>		
<u>NE 1/4 of NW 1/4 of Section 06, T49N, R13W</u>		
(name or brief description of land)		
After thoroughly examining the public land records or other appropriate records in accordance with the laws of Michigan, I certify that the record title to the parcel is held by: <u>the Village of Lakeview, a municipal corporation of Lakeview, Michigan.</u>		
(public entity)		
in (check one):		
<input checked="" type="checkbox"/> Fee simple absolute		
<input type="checkbox"/> Other (specify) _____		
I have determined that there are: (check one)		
<input type="checkbox"/> no easements or encumbrances on the property.		
<input checked="" type="checkbox"/> easements or encumbrances on the property, but they <b>would not</b> interfere with it being used for the project which is the subject of this Coastal Management Program grant application. They are:		
<u>Said parcel is subject to three utility easements to Wisconsin and Michigan Power Company</u>		
<input type="checkbox"/> easements or other encumbrances on the property that <b>may</b> interfere with it being used for the project that is the subject of this Michigan Coastal Management Program grant application. They are:		
_____		
Signature _____		
Name (Printed or Typed) <u>James G. Martin</u>		
Address <u>3786 Tree Street</u>		
City <u>Lakeview</u>	State <u>MI</u>	Zip Code <u>47747</u>
Bar Number <u>P-00001</u>	Telephone Number <u>(906) 427-3333</u>	



DEPARTMENT OF ENVIRONMENTAL QUALITY  
OFFICE OF THE GREAT LAKES

**COMPLETION INSTRUCTIONS ONLY**  
PUBLIC OWNERSHIP AFFIDAVIT

*Authorized by the Federal Coastal Zone Management Act, PL 92-583 of 1972, as amended.*

**USING THIS FORM OR ON A SEPARATE SHEET OF PAPER**, prepare an affidavit and explain your authority to certify that the property on which the proposed project is located is publicly owned. The person signing this affidavit should be an official with knowledge and authority to certify ownership. Use the title "Public Ownership Affidavit", and the language provided below.

PUBLIC OWNERSHIP AFFIDAVIT

I solemnly affirm upon personal knowledge that the following statements are true:

I Jane Doe, being duly sworn, state that:

1. I am the Tax Assessor for the Village of Lakeview. In my duties as Tax Assessor, I have the authority to certify that the property on which the proposed project is to be located is publicly owned and under the control of the Village of Lakeview.
2. The property is in Lakeview Village Park, a parcel of land in the Village of Lakeview, Alger County, Michigan; NE 1/4 of NW 1/4 of Section 34, T43N, R12W
3. I have determined that there are (complete only one):  
 no easements, encumbrances or liens on the parcel  
 easements, encumbrances or liens on the parcel, but they would not interfere with it being used for the project which is the subject of this Michigan Coastal Management Program grant application. The easements, encumbrances or liens are: Said parcel is subject to three utility easements to Wisconsin and Michigan Power Company (Deed attached).

**If there are encumbrances, easements or liens on the property that may interfere with the project, do not use this form. Instead, have an attorney complete the enclosed "Attorney Title Opinion." Submit it with your grant application.**

Signature \_\_\_\_\_  
(signature of authorized official)

Name Jane Doe \_\_\_\_\_  
(printed or typed name of authorized official)

Subscribed and sworn before me on this 16th day of March, 2011.

My Commission Expires:

December 31, 2012 \_\_\_\_\_  
(expiration date)

\_\_\_\_\_  
(Notary Public signature)

## **SHORT PROJECT DESCRIPTION:**

The Village of Lakeview proposes to enhance coastal public access at its Lakeview Park on the Lake Superior shore through the design and construction of park improvements. Barrier free access to the shore is not currently available at the park and indiscriminate pedestrian access has resulted in bluff erosion. Project objectives include encouraging passive recreation, providing barrier-free access, and fostering resource protection by providing controlled access points to the shore. These objectives will be achieved through the construction of a pathway and rustic fence to control access and construction of a barrier-free observation deck along the river and the beach area.

## **DETAILED PROJECT DESCRIPTION:**

### Purpose of the Project

Lakeview Park is located within the Village of Lakeview at the mouth of the Red River and includes frontage on Lake Superior and the river. The village proposes to make improvements to the developed portion of the park and complete a site design that will encourage passive recreation and wildlife observation in the undeveloped part of the park (see enclosed site plan). This project will include construction of a pathway composed of chips and fines, providing access to a barrier-free observation deck along the river and the beach area near the rivermouth.

The site design for the undeveloped portion of the park will include an inventory of the park's natural features to determine the best route for a compacted chips and fines pathway and a barrier-free observation deck along the river. The chips and fines construction approach will include angular stone path material, which compacts down to a firmness and evenness sufficient to support wheelchair access while providing a permeable surface that promotes infiltration of surface water. Construction drawings and bid specifications for the observation deck will be included as part of the site design. The pathway and observation deck will be constructed upon completion of the site design and after receipt of all permits.

In the developed portion of the park, indiscriminate pedestrian access to the Lake Superior beach has damaged the vegetation, resulting in erosion of the bluff. The village proposes to construct approximately 250 linear feet of rustic wood fencing along the top of the bluff parallel to the lake, and revegetate the bluff with dune grass. Benches would be installed at the top of the bluff, overlooking the lake. Native shrubs and ground cover would be planted behind the benches. Construction and installation of the benches, planting of the dune grass, and installation of shrubs and ground cover would be done by Public Works crews as "in-kind" match. The Village of Lakeview has experienced a rapid rise in population in recent years as well as an increase in the number of seasonal tourists to the region. Park attendance has tripled in the past decade causing increased erosion on the coastal bluff and a greater need to accommodate various user groups.

The village plans to provide controlled access to the river by constructing the path and foot bridge connecting to a barrier-free observation deck at the river's edge. Construction of the observation deck would be contracted through a competitive bid process.

### Essential Elements of the Project

1. Preparation of the site design for sixteen acres of park land, construction drawings, and bid specifications for an observation deck and foot bridge;
2. Construction and installation of 1,000 linear feet of rustic wood fencing and eight wooden benches;
3. Landscaping and dune grass planting along the lake bluff;
4. Construction of a 2,000 linear foot chips and fines compacted pathway;
5. Construction of a barrier-free observation deck and foot bridge

### Relationship to MCMP objectives and Program Priorities

The proposed project meets criterion to be considered a preferred project for MCMP funding as a low-cost construction public access project. If funded, this project would enhance access to the water and coastal resources through the construction of the pathway and observation deck.

Local Support for the Project and Consistency with Local Plans

The Village Council unanimously supports the proposed project (see attached resolution). Additionally, there is widespread community support as indicated by cash donations provided by citizens which will cover the matching funds needed for the materials and subcontracts necessary for the project.

This project supports the village’s recreation plan which calls for the addition of barrier-free access within existing township park lands. The project represents Phase II development of the park property as indicated in the village’s waterfront redevelopment plan. Phase I was completed in 1995 and included construction of the existing park facilities.

Relationship to existing facilities

The park is located near a marina and nature center complex operated by the state east of the Red River from this park site. This project will increase opportunities for enjoyment of the waterfront, and encourage visitors to the area to use the park as well as the nearby marina and nature center. Upon completion of plans for the observation deck and footbridge, the village will submit the plans to the Michigan Coastal Management Program (MCMP) staff for review. Upon approval, the village will apply for all necessary construction permits.

**BUDGET NARRATIVE (See attached budget table for details):**

Coastal Zone Management grant funds will be applied to cover Salary and Fringe for the Village Manager to cover project administration including coordination and oversight of subcontracts. CZM funds will also be used to cover the majority of costs that will be incurred to acquire supplies and materials including timber for fencing, benches, dune grass and shrubs. Grant funds will also be used to cover 50% of the subcontracts needed. The Village will work with Northwoods Landscape Planning & Engineers, Inc. to complete the work needed for site design, planning, and project specifications under a standing contract. Construction of the observation deck and foot bridge would be contracted through a competitive bid process.

Construction and installation of the benches, planting of the dunegrass, and installation of shrubs and ground cover would be done by Public Works crews as “in-kind” match. Cash match is being provided to cover 50% of the contractual services costs and \$2,400 of the supplies and materials. Cash match is already available with the source being private donations from village citizens.

**SCHEDULE FOR COMPLETION:**

Prepare site design	January – March 2012
Submit design to MCMP project manager for review and approval	March 2012
Prepare bid documents; acquire needed permits	April 2012
Review construction bids	May 2012
Award subcontract	June 2012
Install pathway	July 2012
Construct/install fencing and benches, plant vegetation	August – October 2012
Construct observation deck and footbridge	September – November 2012
Project complete	March 31, 2013
Submit final report to the staff of the MCMP	May 15, 2013

**ORGANIZATIONAL CAPABILITY:**

The Village of Lakeview owns and manages a total of five park areas with a total land area of 453 acres. We have been granted and successfully completed two prior grant projects through the Michigan Coastal Management Program as well as one grant through the Michigan Department of Natural Resources under the Michigan Natural Resources Trust Fund.

The Village maintains a dedicated and capable Public Works staff which will be providing much of the labor for the proposed project. The village has the experience necessary and staff in place to accommodate necessary reporting requirements of this grant and to finish the project within the stated timeframe.

SAMPLE

**RESOLUTION OF SUPPORT**  
**(Complete only if grant applicant is a local unit of government)**

(ALL of the following information must be included)

Resolution No. \_\_\_\_\_  
Village of Lakeview Council

RESOLUTION APPROVING SUBMISSION OF COASTAL GRANT APPLICATION  
FOR LAKEVIEW PARK IMPROVEMENTS

- WHEREAS, the developed portion of the park is in need of improvements, and
- WHEREAS, the undeveloped portion of the park is not linked to the developed portion and is in need of passive recreation activities, and
- WHEREAS, funding is available from the U.S. Department of Commerce through the Coastal Management Program, and
- WHEREAS, total project cost is estimated at about \$32,000, 50% of which would be funded through the Coastal Program and 50 percent would be a local match;

NOW, THEREFORE, BE IT RESOLVED, that the Village Council approves the submission of the grant application to the Michigan Coastal Management Program in the amount of \$32,000 for the improvements to Lakeview Park and commits that the local match shall be provided if the project is funded.

Adopted this 22nd day of March, 2011.

AYES: *Nelson, Smith, Jenkins, Woodward, Wilcox, Johnson*

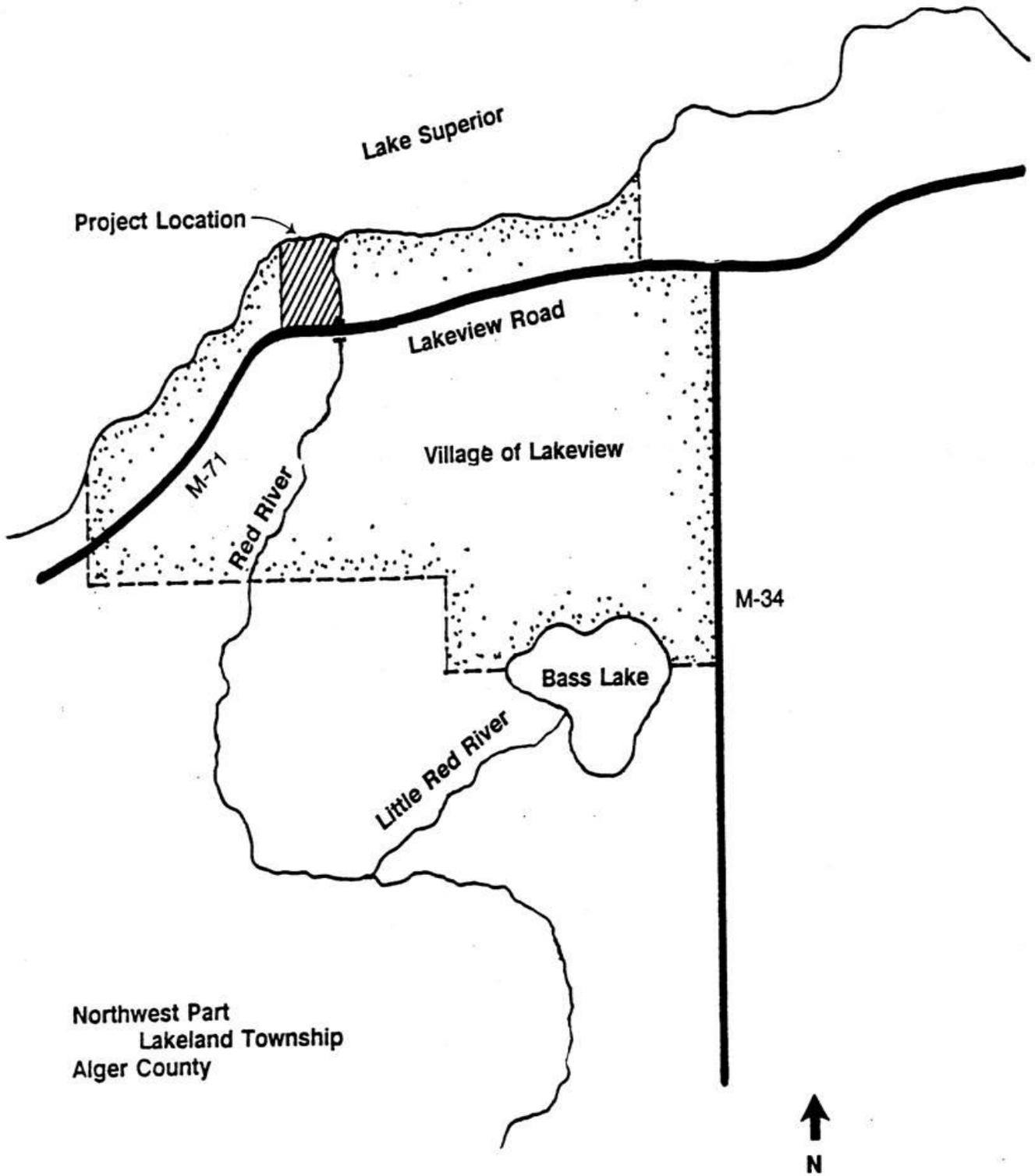
NAYS: *None*

ABSENT: *Parker*

BY \_\_\_\_\_

ATTEST: \_\_\_\_\_

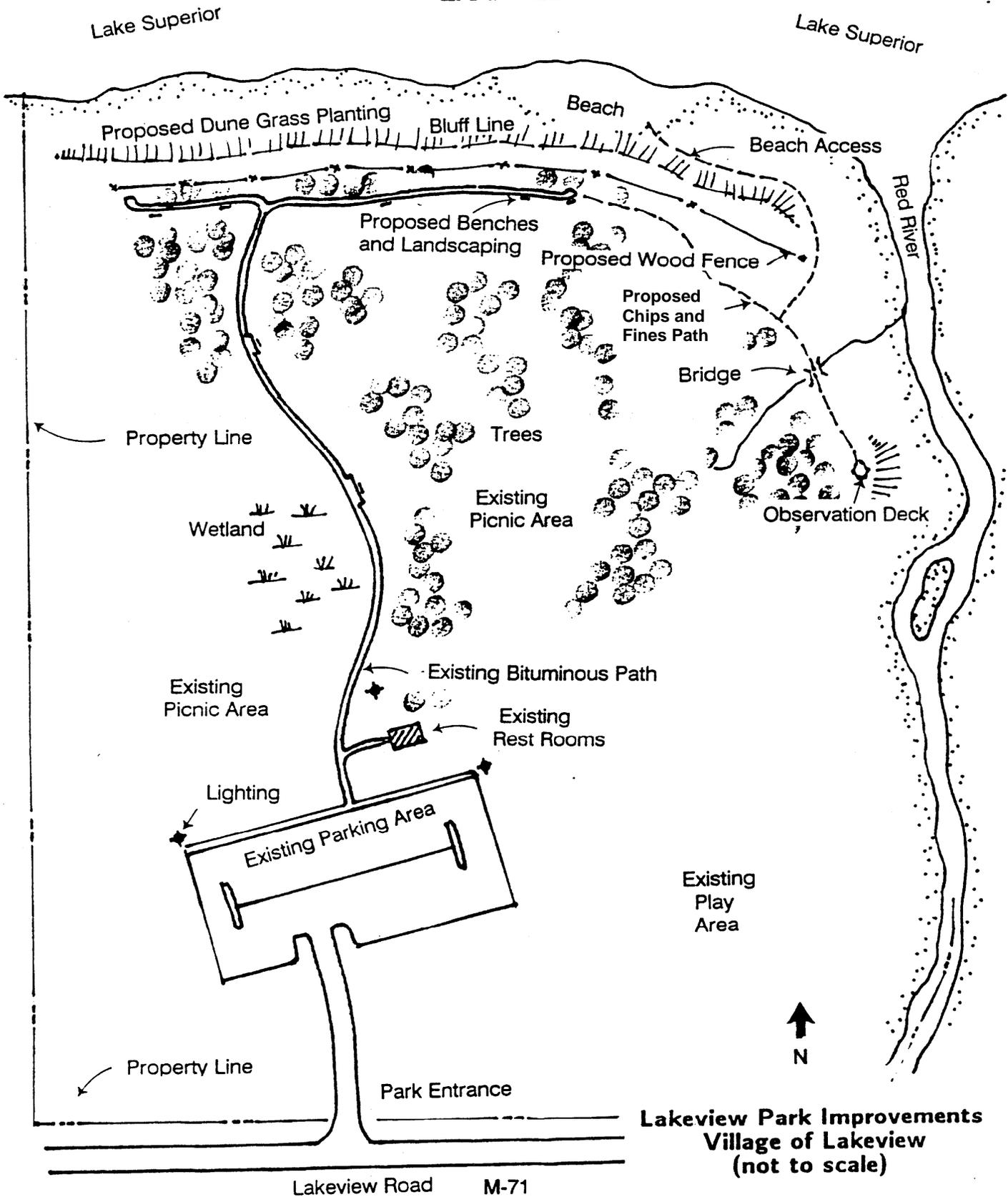
EXAMPLE



Northwest Part  
Lakeland Township  
Alger County

Scale  
1" = 1/4 mile

# EXAMPLE



**Lakeview Park Improvements  
Village of Lakeview  
(not to scale)**

PROJECT BUDGET FORM		<h1>SAMPLE</h1>				
DEPARTMENT OF ENVIRONMENTAL QUALITY						
OFFICE OF THE GREAT LAKES						
MICHIGAN COASTAL MANAGEMENT PROGRAM						
<b>Applicant/Grantee Name:</b>		Village of Lakeview				
<b>Project Title:</b>		Lakeview Park Improvements				
<b>Date:</b>		17-Mar-11				
<b>Expense Categories</b>				<b>Grant Amount</b>	<b>Local Match Amount</b>	<b>Total</b>
<b>Salary</b>				<b>\$1,400.00</b>	<b>\$4,500.00</b>	<b>\$5,900.00</b>
Detail (list by name below)		Position Title	# Hours	Rate or Total \$		
TBD - team of 5 staff		<i>Village Public Works Crew Staff</i>	<i>45 hrs/person</i>	<i>\$20 / hr</i>		
<i>Jacqueline Smithey</i>		<i>Village Manager</i>	<i>40</i>	<i>35/hr</i>		
<b>Fringe (Not to exceed 40% of salary)</b>				<b>\$420.00</b>	<b>\$1,350.00</b>	<b>\$1,770.00</b>
<b>Indirect Rate (not to exceed 20% Salary and Fringe)</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Travel</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Describe anticipated # miles, rate, lodging expenses, etc.:						
<b>Equipment</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Describe equipment to be purchased including # of units and cost per unit:						
<b>Supplies/Materials</b>				<b>\$6,430.00</b>	<b>\$2,400.00</b>	<b>\$8,830.00</b>
Description: <i>Purchase of Supplies/Materials including: 1) approximately 2000 feet of wood fencing (\$4,830), 2) four benches (\$250 each), 3) chips and fine materials for pathway (\$2,000), and 4) native shrubs and dune grass for stabilization (\$1,000).</i>						
<b>Contractual Services</b>				<b>\$7,750.00</b>	<b>\$7,750.00</b>	<b>\$15,500.00</b>
Describe Services to be obtained: <i>\$5,500 Subcontract to develop final site design, construction drawings, bid specifications of deck, foot bridge, and chips and fines path. \$10,000 subcontract to construct foot bridge and observation deck.</i>						
<b>Other</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Description:						
<b>Total</b>				<b>\$16,000.00</b>	<b>\$16,000.00</b>	<b>\$32,000.00</b>