



MICHIGAN NATURAL RESOURCES TRUST FUND

2016 APPLICATION GUIDELINES



MICHIGAN DEPARTMENT OF NATURAL RESOURCES
GRANTS MANAGEMENT

MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

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

NATURAL RESOURCES COMMISSION STATEMENT

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

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

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This publication is available in alternative formats upon request.

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

MiRecGrants Online Application System

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

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INTRODUCTION

In 1976, the Michigan Legislature created the Kammer Recreational Land Trust Fund to provide a source of funding for the public acquisition of recreation lands. The source of the funds was the sale of oil, gas, and mineral leases and royalties from their extraction on state lands.

Today, the fund exists as the Michigan Natural Resources Trust Fund (MNRTF). With this source of funding, state and local units of government are able to acquire land for public recreation and for protection of land for its environmental importance or scenic beauty. A limited amount of the funds may be used for the development of public outdoor recreation facilities. More information on the MNRTF may be found in Appendix A.

Over its 40-year history, the Michigan Natural Resources Trust Fund has had a tremendous impact on Michigan's landscape. Over \$1 billion has been awarded to state and local units of government and has been used to acquire and develop recreation land in all 83 counties of the state.

Each year, the MNRTF Board invites state and local units of government in Michigan to submit proposals for the acquisition or development of land for natural resource-based public outdoor recreation. This booklet has been prepared by the Grants Management staff of the Department of Natural Resources (Department) to guide you in preparing an application for financial assistance from the fund. **We strongly recommend that you review the entire booklet in conjunction with the online application in MiRecGrants before you begin to prepare your application.**

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

This booklet and all forms needed to complete an application are available on our website: www.michigan.gov/dnr-grants. The online application is available in MiRecGrants. <https://secure1.state.mi.us/MIRGS/Login2.aspx?APPTHEME=MIDNR>

MICHIGAN NATURAL RESOURCES TRUST FUND 2016 APPLICATION SCHEDULE

January 2016	Application period starts in MiRecGrants
March 1, 2016	Recreation plans and plan amendments must be submitted by this date on MiRecGrants. https://secure1.state.mi.us/MIRGS/Login2.aspx?APPTHEME=MIDNR
April 1, 2016	Application due date. Application period closes in MiRecGrants.
April 2016	Applicants will receive notifications with questions for explanation, clarification, and/or supplementation of information provided in the application.
May - July 2016	Grants Management staff conducts review of all applications and conducts site visits.
August - September 2016	Preliminary scores are made available to grantees and supplemental information is requested.
September - October 2016	Grants Management staff review supplemental materials and complete final score evaluation.
Early December 2016	MNRTF Board makes final recommendations for funding.
December 2016 - January* 2017	A bill is prepared and submitted to the Legislature for approval and appropriation of funds for the MNRTF Board final recommendations.
Early to Mid 2017	Grants Management distributes Project Agreements to grantees, usually by June, but actual date dependent on Legislature approval.
Mid to Late 2017	Projects may be started after the Project Agreement has been executed.
<i>* All time periods given are best estimates at the time of publication and are subject to change.</i>	

MICHIGAN NATURAL RESOURCES TRUST FUND BOARD 2016 MEETING SCHEDULE AND LOCATIONS

All MNRTF Board meetings are open to the public; meeting dates, times, and locations are subject to change. Final meeting dates, times, and locations are available from Grants Management at 517-284-7268 (517-28-GRANT) or on our website at www.michigan.gov/dnr-grants.

February 10	<i>Lansing Community College West Campus 5708 Cornerstone, Lansing 9:00 am</i>
April 13	<i>Lansing – Location to be determined 9:00 am</i>
June 15	<i>Manistee 9:00 am</i> Board hears presentations from selected applicants (Upper peninsula and northern lower peninsula).
August 17	<i>Port Huron 9:00 am</i> Board will hear presentations from selected applicants (Southern lower peninsula).
October 19	<i>Lansing Community College West Campus 5708 Cornerstone, Lansing 9:00 am</i>
December 7	<i>Lansing Community College West Campus 5708 Cornerstone, Lansing 9:00 am</i> Board makes final recommendations for funding.

CHAPTER 1: BASIC INFORMATION ABOUT THE MNRTF PROGRAM

In this chapter, we describe the eligibility and other requirements of the MNRTF Program. It is important to consider these requirements when deciding whether to submit an application. This chapter also provides an overview of the MNRTF Program procedures for project completion. Additional MNRTF program information can be found in Appendix A and on the Grants Management website. For more detailed information about completing a development or acquisition project, review the Development Project Procedures booklet or Acquisition Project Procedures booklet on the Grants Management's website, www.michigan.gov/dnr-grants. MNRTF Board policies are also available on the website.

ESTABLISHING ELIGIBILITY

The following entities are eligible to submit an MNRTF grant application:

- State and local units of government. Part 19, Natural Resources Trust Fund Act, 1994 PA 451, as amended, defines a local unit of government as a city, village, township, county, or any combination of these entities in which authority is legally constituted to provide public recreation, such as:
- Regional recreation authorities are eligible to apply if they meet the requirements given in the *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* (IC1924)
- Huron-Clinton Metropolitan Authority.
- School districts that meet the requirements given in *Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plan* (IC 1924).

Federally recognized Native American tribes, colleges, universities, and conservation districts are not eligible for MNRTF assistance.

5-Year Recreation Plan: All applicants must have a current, five-year community recreation plan that has been locally adopted, submitted in MiRecGrants by March 1st, and approved by the Department by the application deadline. For guidance on preparing a recreation plan or to amend your plan, consult the Department booklet *Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans* (IC 1924).

Public Input: All applicants must hold at least one public meeting to receive input about the application. **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 highest local governing body.** If resubmitting an application, you must also hold a public meeting within the six-month time period before the application deadline.

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. Documentation of the public meeting must be submitted and consists of the advertised advance notice of the meeting **and** the official minutes of the meeting.

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

WHAT'S NEW

- MiRecGrants – Starting in 2014, Michigan Natural Resources Trust Fund applications were only accepted through this online application system.
- Resubmittal of Applications – Applicants must complete a new application every year in MiRecGrants. Grants Management Section will not be keeping applications from previous years and they will not be saved in MiRecGrants.
- 10-Day Advance Notice for Public Hearings - At a minimum public hearings for grant applications should be provided 10-day advance notice in a means that is typically used by the municipality for public hearings. The notification must be date stamped and certified.
- Maintenance Plan – Starting in 2015, a maintenance plan is required for all acquisition and development projects. Details of what is required are included under the Required Attachments Section.

LONG-TERM GRANT OBLIGATIONS

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

- The land included in the boundary of the project site must remain open to public outdoor recreation use in perpetuity. This requirement pertains to both acquisition and development projects.
- The grantee must maintain the site, including facilities constructed with grant assistance and any other facilities necessary for their use, such as entrance drives, parking, walkways and restrooms. This includes access in compliance with the 2010 ADA Standards for Accessible Design.
- All new projects must install a 12" x 18" MNRTF sign from Rotary Multiforms, Inc. (unless a MNRTF recognition sign already exists on site). They can be ordered online at http://www.rmi-printing.com/customer_portal/login.html?ut=b51a157e-dded-4020-945d-bdb93a2afb9.
- An entrance sign identifying the park as a public recreation site must be prominently displayed.

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

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

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

ELIGIBLE PROJECTS

There are two categories for eligible projects—land acquisition and recreation facility development.

Land Acquisition: Eligible projects include acquisition of land or specific rights in land (for example, development rights or easements) for public outdoor recreation uses or protection of the land for its environmental importance or scenic beauty. Within a grant cycle, the MNRTF Board may choose to set aside a portion of the available funds for small acquisition projects requesting \$100,000 or less that fulfill Board priorities.

In most cases, acquisition of property already in public ownership, including property owned by public school districts, is not eligible for MNRTF assistance. MNRTF Board Policy 90.1, in Appendix

A, addresses the conditions under which the acquisition of land already in public ownership is eligible for assistance.

Acquisitions by land contract (prior to applying or after receiving grant funding) are not eligible for MNRTF assistance. For more information on the grant acquisition process review the [Acquisition Project Procedures](#) booklet available on the DNR grants website.

Recreation Facility Development: Eligible public outdoor recreation projects include fishing and hunting facilities, beaches, boating access, picnic areas, campgrounds, winter sports areas, playgrounds, ball fields, tennis courts, and trails. Also included are facilities needed to support outdoor recreation, such as nature interpretive buildings, park visitor centers, restrooms, and storage buildings for park equipment. Renovation of existing facilities is eligible and encouraged, but not if poor maintenance, design, or construction was the cause of the facilities' poor or unsafe condition.

All new construction and renovation must comply with all federal and state requirements regarding accessibility for people with disabilities. For more information on the grant development process review the [Development Project Procedures](#) booklet available on the DNR grants website

Development projects that provide universal accessibility to recreation opportunities are especially encouraged.

Within a grant cycle, the MNRTF Board may choose to set aside a portion of the available funds for small development projects requesting \$50,000 or less that fulfill Board priorities.

Development projects that are not eligible include:

- Indoor recreation facilities, other than facilities that support outdoor recreation.
- Stadiums and other facilities designed expressly for viewing of professional or semi-professional arts or athletics, or intercollegiate or interscholastic sports.
- Projects that would create an unfair competitive situation with private enterprises. In situations where privately managed facilities are providing identical or similar recreation opportunities, the local government must provide additional written justification of the need for the proposed facility in light of the private sector's presence.
- Amphitheaters and permanent seating associated with them.
- Sidewalk projects that are primarily in road right-of-ways and do not exhibit qualities associated with recreation trails. In general, traffic control devices in the road right-of-way, such as guardrails, flashing or non-flashing signs or barricades, and electronic crossing signals are not eligible scope items for MNRTF projects.

ELIGIBLE APPLICANT/GRANTEE REPRESENTATIVES

The applicant representative should be an elected official of the community or someone who is paid staff of the local unit of government. For acquisition projects, the landowner or someone who represents the landowner, including a realtor, cannot represent the community at either the application or grant completion stage. For development projects, a contractor who may gain financially from the project cannot represent the community at either the application or grant completion stage.

MINIMUM AND MAXIMUM GRANT AMOUNTS

Development: Minimum Grant Request: \$15,000 (\$20,000 minimum total project cost)
Maximum Grant Request: \$300,000

Acquisition: There are no minimum or maximum acquisition grant request amounts.

Remember that the MNRTF Program is a **reimbursement** program for development projects. No funds are provided up front; payments for expenditures must be made and submitted for payment before you will be reimbursed for eligible costs incurred in the completion of the project. For acquisition projects, the grantee may choose an escrow closing option or reimbursement closing option.

ALLOWABLE NUMBER OF PROJECT SITES

Each application submitted must be for a single acquisition or development project. A project is defined as the acquisition or development of a property in a single location, with the exceptions noted below.

Acquisition applications for the purchase of separate parcels are eligible if they are adjacent to property already owned by the applicant, such as additions of parcels east and west of an existing park or acquisition of separate segments of a trail that connect to properties already controlled by the applicant. In addition, applications that propose the acquisition of one or more disjunct parcels will be considered for funding if the parcels are all within a dedicated boundary. Factors such as access and the recreation and ecological value of the individual parcels will be considered in determining the score for the application.

Development applications must be for a single park site or contiguous trail. Applications for multiple sites must be submitted as individual applications.

RESUBMITTAL OF PVIOUS YEAR'S UNSUCCESSFUL APPLICATION

Applications must be submitted online through MiRecGrants each year regardless if it is a new application or a resubmittal of a previous year's application. Previous years applications will not be saved in MiRecGrants or by the DNR Grants Management Section. The same material may be uploaded in a new application, but the applicant must hold a new public meeting and provide a new resolution from their governing body.

NUMBER OF ALLOWABLE APPLICATIONS FROM A SINGLE APPLICANT

There is no limit to the number of applications that an applicant may submit within a funding cycle, however, the applicant will be asked to prioritize multiple applications of the same type (development or acquisition).

ELIGIBLE COSTS

The amount of MNRTF funding for the **acquisition** of land or rights in land is determined by the fair market value of the property (as approved by the DNR) and the grant percentage. Some incidental costs associated with the purchase are also eligible for assistance (see Section C-1). For **development** projects, 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, attorney and contingency costs are **not eligible** for assistance for either acquisition or development projects.

Take care to 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 once recommended by the Board and approved by the Legislature. You will be responsible for all cost overruns or any additional costs needed to complete the project.

APPLICANT MATCH REQUIREMENTS

The applicant must provide a portion of the total project cost; this is known as the match. The MNRTF Program requires a minimum 25 percent match. However, you may earn points for your application under the Applicant Match criterion if you provide additional funds above the required minimum applicant match. Refer to the Scoring Criteria in Chapter 3 under the Applicant Match section for additional details.

The applicant match for land acquisition costs can be met by general funds, cash donations, other grants, or by donation by the seller of a portion of the value of the land to be acquired. All land value donations must be clearly documented in the grant application and supported by a letter of commitment from the landowner.

The applicant match for development costs can be met by cash outlay and credit for certain applicant-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 part of the applicant match if the applicant

specifies the nature and value of the items or services. Land acquisition costs are not eligible as match for a development project. The source and amount of all donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to October 1st in the year the application is made. Proof of secured match must be provided to your grant coordinator on or before October 1st. 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 award, and information on the scope of work provided by the other grant.
- Donation of land value – Letter from land owner committing to donate a fixed percentage of the appraised, DNR-approved fair market value. This match source is only eligible for acquisition grant applications.
- Donation of goods and services – Letter from the donor explaining the nature and value of the good or service.
- In-kind/Force-account – Resolution from the governing body committing to the match.
- Secured match ensures there should not be cash flow problems threatening the completion of the project. Changing match after the October 1 deadline is highly discouraged. However, if a change to the amount or source of match is necessary, the prior approval of the DNR is required and the grantee must provide documentation as to adequate cash reserves to fund the project.
- Applicants who are awarded MNRTF grants must understand that the receipt of grant funds outside of the MNRTF grant for this project may impact the amount of funds earned on the MNRTF grant. The combination of MNRTF grant payments plus other State of Michigan grant payments may not exceed one hundred percent of eligible project expenses.

REQUIREMENTS FOR LAND ACQUISITION APPLICATIONS

All properties approved for a land acquisition grant must meet the following requirements, unless a written exemption is provided by the Department and, if required, the MNRTF Board prior to the land being acquired.

Willing Seller: The MNRTF Program only funds land transactions with willing sellers. Grant assistance is not available for land that will be acquired through eminent domain or any other method whereby the landowner is not a willing participant in all aspects of the sale.

Access to the Public: Lands acquired with grant assistance, including recreation facilities and the land or water access routes, are expected to be available and open to the public within 90 days of the date of acquisition. While the level and type of public access may initially be limited by environmental conditions, it is expected that the grantee will provide a clearly marked entrance to the site with an entrance sign noting that the site is open to the general public and, when possible, a dedicated parking area.

Elimination of Non-Recreation Uses and Structures: Recipients of a land acquisition grant are required to eliminate all pre-existing, non-recreation uses within the project area, such as incompatible agricultural or commercial uses, within 90 days of the date of acquisition. All buildings and other structures should be removed within 90 days unless they will be renovated for use in supporting public outdoor recreation.

LAND ACQUISITION NEGOTIATIONS ALLOWABLE PRIOR TO RECEIVING A GRANT

Applicants should discuss the acquisition process and grant schedule with the willing seller (landowner). It is especially important for the landowner to understand that there is usually a 1½ to 2-year time period after the grant application is submitted before the property can be acquired by the applicant.

In these discussions, the applicant should determine that the land will meet the acquisition requirements and should work with the landowner to complete the *Property Checklist* in Section F of the application to determine the potential for contamination at the site. It is also important to confirm that there are no encroachments or boundary disputes with neighbors.

Applicants should advise the landowner that if a grant is approved, the actual offer will reflect the market value of the property, which will be determined after a grant award is made and will be based on an appraisal prepared according to Department standards, submitted by the grantee, and approved by the Department.

CONTAMINATED PROPERTIES

Contaminated properties are eligible for grant assistance, provided a due care plan verifies that the property can be made safe for the proposed uses and the contamination will not have a substantial, negative impact on the overall public recreation, public safety, and/or resource protection values of the site. Due care plan must be provided by October 1st of application year.

REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

All development projects require plans and specifications sealed by a licensed Architect, Engineer or Landscape Architect. Refer to the Development Project Procedures booklet for more information.

CHAPTER 2: DEVELOPING A MICHIGAN NATURAL RESOURCES TRUST FUND PROJECT PROPOSAL

Each year, the Michigan Natural Resources Trust Fund offers local communities and state agencies the opportunity to apply for grants to assist with the purchase and development of land for public outdoor recreation and natural resource protection. In 2015, the MNRTF Board of Trustees recommended over \$24 million for land acquisition and park development projects. Over the 40-year history of the program, over \$1 billion has been awarded. More information on the history of the MNRTF Program and the goals of the Board can be found in Appendix A. Board Policies can be viewed on the Grants Management website.

In this chapter, we describe some of the factors you should consider when designing a project proposal to submit to the MNRTF Program.

MNRTF PROGRAM GOALS

The MNRTF Board strongly believes that the natural resources of our state should be accessible to the public for the outdoor recreation opportunities they provide and protected for their scenic values and environmental importance. Projects that provide access to and protection of significant natural resources, inland water bodies and hunting/fishing/wildlife viewing opportunities are highly valued by the Board.

2016 PRIORITY PROJECT TYPES OF THE MNRTF BOARD

The MNRTF Board will emphasize the following three areas for funding in 2016:

1. Trails (including water trails)
2. Wildlife/Ecological Corridors and Winter Deeryard (acquisition only)
3. Projects Within an Urban Area

Water trails were added to the Board's Trail Priority in 2014. They are documented routes for use by people in small non-motorized boats, including launch locations, trailheads, signage and methods for programming and marketing.

A primary goal of the Board is to encourage a broad spectrum of applications, including projects from communities that have not traditionally participated in the program, but still have public outdoor recreation needs. The Board believes that outdoor, community-based recreation, especially in urban areas, is vitally important. Projects such as trailways, playgrounds, community parks, greenspaces and sports fields are welcomed by the Board. Projects that accomplish goals of regional and strategic plans and that may accomplish overlapping goals of several planning efforts are strongly encouraged.

HOW TO PREPARE AN MNRTF GRANT APPLICATION

The following sections provide information that will help you to complete an MNRTF grant application utilizing the MiRecGrants electronic application forms. Each form, document, and supporting evidence that makes up an application is listed and explained. Information and documentation about your project gathered from many different sources will make a complete application package.

Assembling the information needed to submit a complete application package takes time—it is important to start the process as early as possible.

All location maps, site development plans, boundary maps, and other graphic information should be formatted to **8.5 inches by 11 inches or other standard size**. They should be clear, legible, detailed, and appropriately labeled. Grants Management staff use these materials to help evaluate your application and to find and evaluate your site.

Required Content for ALL Applications (Required to be completed/uploaded in MiRecGrants):

- Application Narrative
- Site development plan
- Project location map
- Documentation of local match sources

- Advance notice of a public meeting** to receive public comment on the application
- Certified minutes of the public meeting** where the public hearing was held and certified meeting minutes where the resolution was passed by the governing body that is authorized to allocate funds for the application
- Certified Resolution** from the governing body
- Environmental Report** if applicable based on *Property Checklist* in Section F of the application
- Notice of Intent Form** (PR5750-2)
- Transmittal of the Notice of Intent Form** to the regional clearinghouse
- Photographs of the site**
- Copy of most recent deed(s) for the parcels**
- Maintenance Plan**
- Boundary map** delineating the legal boundaries of the site

REQUIRED CONTENT FOR ACQUISITION APPLICATIONS ONLY:

- Plat or parcel map** with subject parcel(s) highlighted
- Draft easement or other agreement**, if applicable
- Copy of most recent tax bill for the parcel(s)**

REQUIRED CONTENT FOR DEVELOPMENT APPLICATIONS ONLY:

- Preliminary floor plans and elevation drawings for proposed structures**, if applicable
- Documentation of Site Control Form** (PR5750-4)

SUPPORTING DOCUMENTATION FOR ALL APPLICATIONS:

- Signed minutes of other public meetings** to gather public comment and support
- Letters of support** for the project
- Correspondence regarding regulatory permitting issues**, if applicable
- Expert documentation, to support the project in Sections G-H**

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

COMPLETING THE MNRTF GRANT APPLICATION SECTIONS

This section includes additional guidance on some of the questions found in the MNRTF grant application sections. The term form and section may be used interchangeably and refers to each section within the online application. Refer to chapter 1 for information on eligibility requirements for the program.

SECTION A: APPLICANT, SITE, AND PROJECT INFORMATION

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

- **Park name:** If you have not yet named your park, write in a proposed name.
- **Proposal title:** Include the park name in the title and the terms “acquisition,” “expansion,” or “addition” for an acquisition proposal and “development,” “renovation,” or “improvements” for a development proposal.
- **Proposal Description:** Provide a brief (1000 character max) description of your proposed project. Include, as applicable, the type of project (new acquisition, development, expansion of existing park), the rights in land to be purchased (fee simple, development rights only, etc.), the park name, the acreage to be acquired, the acreage of the existing park, the natural features of the site, the recreation opportunities proposed in your application, the universally accessible

features of the project design, and the future recreation opportunities to be developed on the site.

- **Address of Site:** – Use the location of the project site. If there are multiple locations, such as with a trail project, list the starting or ending point. A listing of all of the project locations can be included in the Documentation of Site Control for Development Projects.

SECTION B: PROJECT FUNDING AND EXPLANATION OF MATCH SOURCES

In this section, provide information on the match commitment, grant amount requested, and total project cost **ROUND ALL FIGURES ON YOUR APPLICATION TO THE NEAREST \$100.**

Sources of Matching Funds

Indicate the amount for each source of match on lines a) through f) of this section. Matching funds can come from the following sources:

- General Funds or Local Restricted Funds:** Local cash from the applicant's general fund or restricted recreation funds.
- Force Account Labor/Materials:** The applicant's paid employees that will work directly on the construction of the project or the cost of materials that will be used in the construction of the project. This value cannot include administration or supervision costs, but may include engineering and other professional services.
- Federal or Other State Funds:** Other Federal or State grant funds that have been awarded.
- Cash Donations:** Cash from donations, fund-raising, private grants or other similar means.
- Donated Labor/Materials:** Labor or materials directly related to the construction of the project from sources other than the applicant's own paid labor. Donated labor must be valued at minimum wage unless a professional is donating his or her professional services (such as an electrician).
- Donated Land Value:** A donation by the landowner of a portion of the value of the property. This is an eligible source of match for acquisition applications only.
- Total Match:** Report the sum of lines a) through f).
- Grant Amount Requested:** Indicate the amount of MNRTF funding you are requesting, rounded to the nearest one hundred dollars. Remember the \$15,000 minimum and \$300,000 maximum allowable grant request amounts for development projects.
- Total Project Cost:** This value is the sum of lines g) and h). Be sure the total project cost is the same as the total shown in Section C-1 for the **acquisition** applications and C-2 for **development** applications.
- Percentage of Match Commitment:** The percentage of match commitment is calculated by dividing the total match by the total project cost. To be eligible, this number must be at least 25% of the total project cost. Make sure that you report the match percentage as a whole number.

SECTION C-1: PROJECT DETAILS—LAND ACQUISITION APPLICATIONS ONLY

Parcel Information Table

Please provide the following information:

- Total Appraised Value:** Enter your best estimate of the value of the parcel or rights in land you propose to acquire. It is recommended that you have an appraisal done to get an initial determination of the fair market value and to establish a foundation for your grant request. You may estimate value by looking at past appraisals and land values in the area or by talking to your local assessor. Note: Appraisal costs incurred prior to receiving an executed project agreement are not eligible for reimbursement.

2. **Total Incidental Costs:** The following incidental costs are reimbursable under the MNRTF Program:
- **Appraisals:** Enter the anticipated cost to retain a state-certified general appraiser to complete an appraisal (two for parcels with estimated valued over \$750,000) and determine the fair market value of the property or of the specific rights in land to be acquired.
 - **Environmental Assessment:** Enter the anticipated cost to hire a qualified environmental consultant to advise and prepare the appropriate due diligence, and if necessary, due care actions. Environmental assessment costs, up to 5 percent of the fair purchase price of the property, are reimbursable. The cost of cleanup actions needed to make a site safe for recreation use and to comply with state law cannot be included in your total project cost.
 - **Other Incidental Costs:** These costs include prorated taxes, recording fees, transfer tax, title insurance, (or the cost of a title search for railroad properties), title search and closing fees. Costs associated with preparation of a purchase agreement or option, including any down payment or pre-payment made prior to the execution of a project agreement, is not reimbursable. Back taxes, lawyer's fees, land clearing, demolition, fencing, and other development costs are not eligible items under an acquisition grant.
3. **Buildings on the Site and Encroachment/Boundary Disputes (1,000 character limit):** If you have indicated there are any existing buildings or structures on the site, explain how they will be used to support public outdoor recreation or when they will be removed. Briefly describe any encroachment/boundary disputes and how you intend to handle them. These can be described in greater detail if needed in the Application Narrative under Other Information.

SECTION C-2: PROJECT DETAILS—DEVELOPMENT APPLICATIONS ONLY

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

Access for People with Disabilities. All grant-assisted facilities must, at a minimum, comply with the Americans with Disabilities Act (ADA). Be sure to incorporate state and federal accessibility requirements into your facility planning and cost estimates, 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 restrooms, your application will be strengthened if these facilities are also renovated to be accessible. This work may be included in the scope as part of your proposed project. See Appendix B for additional resources.

♿ Development applications proposing universal accessibility should **exceed** ADA requirements. See the Narrative Section and Appendices B and C for more information on how to design universally accessible projects.

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 grant award

Development Project Cost Estimate Table

Obtain a reasonable estimate for the facilities you plan to construct with grant funds by consulting with a prime professional (a licensed engineer, architect, or landscape architect), other communities, and equipment manufacturers. Include the project scope item, quantity and estimated cost. Use scope items from the pull down options where possible. Do not list the same scope item more than once. More specific details or attributes of a scope item can be included in the narrative and attachments. For example if LED lighting is proposed, select lighting from the pull down menu and upload a catalogue sheet for an LED fixture in the Required Attachments Section under Environmentally Friendly Features. Specify sizes and quantities where appropriate (length of trail, number of picnic tables, etc.) for each scope item. Do not list the aspects of project execution, such as labor, construction equipment, contingency or raw materials. Completing this section is required and if you feel you want to provide additional detail, a more detailed cost estimate can be uploaded in the Required Attachment Section.

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. The Prime Professional will also be required to certify 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 at the grant percentage. Identify in the table which scope items are designed to be universally accessible.

EXAMPLE

Project Cost Estimate Table

YOU MUST CHOOSE SCOPE ITEM(S) FROM THE LIST IN THE DROP DOWN BOX.

SCOPE ITEM	IS SCOPE ITEM OF UNIVERSAL DESIGN?	QUANTITY	TOTAL ESTIMATED COST
Restroom Building	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$117,400.00
Overlook or Observation deck	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$30,700.00
Signage	<input type="radio"/> No <input checked="" type="radio"/> Yes	2	\$1,600.00
Beach Improvement	<input checked="" type="radio"/> No <input type="radio"/> Yes	80 lft	\$4,400.00
Paved Parking Lot	<input type="radio"/> No <input checked="" type="radio"/> Yes	70 syds	\$5,900.00
Utilities	<input checked="" type="radio"/> No <input type="radio"/> Yes	1	\$10,200.00
Grill	<input type="radio"/> No <input checked="" type="radio"/> Yes	2	\$800.00
Picnic Table	<input type="radio"/> No <input checked="" type="radio"/> Yes	2	\$2,600.00
Drinking Fountain	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$5,200.00
Landscaping	<input checked="" type="radio"/> No <input type="radio"/> Yes	1	\$15,100.00
Recycle Bins	<input checked="" type="radio"/> No <input type="radio"/> Yes	1	\$800.00
Trash Bins	<input checked="" type="radio"/> No <input type="radio"/> Yes	2	\$1,600.00
Pathway - 6' - 8' wide	<input type="radio"/> No <input checked="" type="radio"/> Yes	2100 sft	\$9,900.00
	<input type="radio"/> No <input type="radio"/> Yes		
<i>(New rows will appear as rows are completed and Saved)</i>			
Other: Beach Access Route	<input type="radio"/> No <input checked="" type="radio"/> Yes	60 lft	\$3,600.00
Other: Retaining/Seat Walls / Stairs / Columns	<input type="radio"/> No <input checked="" type="radio"/> Yes	(see plan)	\$68,800.00
Other: Arched Pergola	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$21,000.00
Other: Wheelchair Lift	<input checked="" type="radio"/> No <input type="radio"/> Yes	1	\$12,000.00
Other: Security Camera	<input checked="" type="radio"/> No <input type="radio"/> Yes	1	\$5,000.00
Other:	<input type="radio"/> No <input type="radio"/> Yes		
Do not list the aspects of project execution, such as labor, construction equipment, contingency or raw materials. <i>(New rows will appear as rows are completed and Saved)</i>			
	Permit Fees		\$500.00
	MNRTF Sign		\$300.00
	Subtotal		\$317,400.00
	Engineering <i>(These fees may not exceed 15% of subtotal)</i>		\$47,600.00
Total Estimated Cost <i>(Must equal Total Project Cost amount on Section B page.)</i>			\$365,000.00

SECTION D: JUSTIFICATION NEED

Priority of Multiple Applications

If you are submitting more than one development project application or more than one acquisition application, please indicate the priority order, with #1 being the highest priority application. If you are submitting only one application, indicate this is your #1 priority.

Collaboration

The MNRTF recognizes and rewards intergovernmental collaboration and cooperation for the provision of public outdoor recreation. Collaboration can reduce redundancy and make more efficient use of existing, underutilized infrastructure. In addition, collaboration can encourage strategic regional recreation investments, develop linkages between neighboring recreational systems and result in monetary savings. Points may be awarded for informal or formal agreements for collaboration in operations or maintenance at the project site. If a formal agreement, such as an operating agreement, intergovernmental agreement or Memorandum of Agreement, exists include this document for consideration. If there is an arrangement for collaboration which is less formal, such as a letter committing to provide operations or maintenance at the site this should be provided with the application. Draft agreements accompanied by a letter of intent to execute the agreement if the grant is awarded and that is signed by all parties involved may also be considered. Upload this documentation in the Required Attachments Section under Letters of Commitment. The maximum of 30 points in this category may only be considered for formal agreements between 2 governmental bodies (not including school districts). An agreement with a non-governmental partner such as a non-profit group may only qualify for 15 points.

SECTION E: APPLICANT HISTORY AND STEWARDSHIP

Grant History: Have you received DNR recreation grants in the past? If there is an active grant, provide a status update under comments in Section E.

Conversion Issues: Does the community have a known unresolved conversion of grant-assisted parkland? A conversion is a change from public outdoor recreation use to some other use or in some cases transfer in rights-in-land. For example selling park land, installing cell towers or building a township hall on grant encumbered land would all be considered conversions. Provide details of conversion and status of conversion and mitigation. If you find a conversion please contact Grants Management. More information on the MNRTF Board's policies on park stewardship and the conversion of grant-assisted parkland can be found in Appendix D and on the Department's website.

Park Entrance Policies: Do you have a "residents only" policy for this park or any other parks or recreation facilities? Do you now or do you intend in the future to charge an entrance fee to the project site? Do you have a policy for reduced entrance fees for low-income users and how effective is it in bring low income users to the park? Provide comments and upload any relevant policies and fee schedule on this page.

Operation and Maintenance: Include the current year budget for Parks & Recreation. See the Required Attachments Section for the Maintenance Plan requirements.

SECTION F: 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 for acquisition or development. If you have information older than ten years indicating potential contamination at the site and have no record that conditions have changed, you must report it.

Environmental Report - If your project site has current or past uses that suggest there may be contamination, or if you have inadequate information about site conditions (that is, you answered "yes" or "unknown" for one or more questions), you are required to prepare an environmental report and upload it. Provide comments and upload any relevant documents on this page.

Your application will be considered for funding if, based on the information you report, it appears the property can and will be made safe for its intended use. The required contents for this report are as shown below. It may be appropriate to engage the services of an environmental consultant to prepare this information. If the assessment and cleanup will be conducted or funded by someone other than the applicant (such as the liable party), also include in the application package a written commitment from this entity.

Contents and Headings for an Environmental Report

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

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. If an application for land acquisition includes a site development plan that is dependent on permits, permit issues should also be addressed.

You should contact regulatory agencies as early as possible and request an 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. Provide comments and upload any relevant communication documents on this page.

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

SECTION G: NATURAL FEATURES OF THE PROJECT SITE

Natural resource access and protection are among the priorities of the MNRTF Program. The degree to which your project provides access to and protects important natural resources will be evaluated. In this section, if you answer “yes” to any natural resource or recreation opportunity, provide the requested information for the resource/opportunity. If you answer “no,” continue on to the next listed resource/opportunity. Documentation should be provided to demonstrate how the project will provide access to these natural features such as reports, resource inventories, letters from natural resource experts, etc. Upload any related documents in the Required Attachments under Expert Documentation.

SECTION H: WILDLIFE VALUES OF THE PROJECT SITE

Provide information about wildlife in the proposed project. Be sure to include mention of whether the project provides buffer to existing protected habitat or if a travel corridor will be protected by the project. Provide documentation of the ecological value of adjacent protected areas and/or the ability of the project site to act as a corridor/buffer. Upload any related documents in the Required Attachments under Expert Documentation.

SECTION I: NATURAL RESOURCE RECREATION OPPORTUNITIES

Consideration will only be given to recreation opportunities that this particular project will provide or will provide access to and not what already exists or will be accomplished outside of this project. These opportunities include water recreation opportunities, motorized recreation, hunting, fishing, bird watching or nature viewing and nature interpretation or education opportunities. If nature education/interpretation will be provided identify what type of opportunity it will be such as interpretive signage or a naturalist, if any partnerships have been formed for this opportunity and provide a description of the interpretive materials, classes, etc. Documentation should be provided to reinforce how the project will provide this opportunity such as reports, resource inventories, letters from wildlife experts, maps, etc. There is a 1,500 character limit. Upload any related documents in the Required Attachments under Expert Documentation.

SECTION J: PUBLIC ACCESS OPPORTUNITIES

This section provides the chance to note hours and days of operation as well as various means by which the public will be able to get to your project.

SECTION K: TRAILS

If your project has a trail feature, this section provides the ability to enter specific details about the amenity and intended users. Additional details about the proposed trail can be covered in the Narrative and Required Attachments Section.

APPLICATION NARRATIVE SECTION

The application narrative is an important source of information used to evaluate and score your application. The application narrative provides an overall picture of your proposed project. Each section of the Narrative Form has a character limit, be thorough, but as brief as possible in your responses.

PROJECT JUSTIFICATION AND SUPPORT (3,000 CHARACTERS)

Tell us why you are proposing this specific project for MNRTF funding consideration, including the following information. If you have provided any of this information in your recreation plan, you may refer us to the appropriate pages in lieu of repeating it in your application narrative.

Please respond to the following factors as applicable. Note these factors are intended to be examples and you are not required to respond to each one of them. The application narrative should be complete, clear and concise. Supporting documentation should be uploaded with the application to demonstrate and reinforce the narrative.

Describe the Need for This Project: What is the need for the facilities based on those provided by both the applicant and other recreation providers? Your discussion should demonstrate that existing facilities are inadequate to meet the need. Describe how the project relates to your 5-Year recreation plan and other relevant planning efforts such as regional trail plans, water trail plans, strategic plans and other regional initiatives. 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.

Alignment with SCORP and Michigan Natural Resources Trust Fund Board Priorities: The application should not only address how the project aligns with the goals of the community's 5-Year Recreation Plan, but also how it aligns with the goals of the Statewide Comprehensive Outdoor Recreation Plan (SCORP), including trails, community recreation, green technology, coordination and communication (collaboration) and Universal Access and Priority Project Types of the MNRTF Board.

Collaboration: Discuss how collaboration with adjacent communities and/or school districts affected the development of your application and/or recreation plan. Collaborative agreements for the future maintenance or operations (programming, etc.) at the proposed site are encouraged. Describe any collaborative agreements for maintenance or operations of the proposed project. See Section D for a description of types of agreements. The agreements should be uploaded in the Required Attachments Section under Letters of Commitment and Support for the Project.

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. 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. The public notification of the meeting must occur within a reasonable time prior to the meeting, but no less than a minimum of 10 days prior to the meeting.

Although a single public meeting with advance notice is the minimum requirement, 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 individual contact with landowners adjacent to the project site are all examples of additional outreach efforts that can benefit a project. Do not limit outreach to your own community, since nonresidents are also often affected by the project.

You may also want to hold a public meeting during the time that your seasonal residents are present in your community to receive their comments on the proposed project. This may entail holding a meeting more than six months before the application submission deadline. The public notice and minutes from this meeting need to be included in your application. Remember that you will still be required to hold another meeting within the six months prior to the application deadline.

Public Support: To demonstrate public support for the project, provide documentation, such as letters of support. Public support is not demonstrated through financial commitment alone. These documents can be submitted in the Required Attachments Section under Letters of Commitment and Support for the Project.

Accessibility and Universal Design: Tell us about your process in identifying and contacting individuals and organizations, especially disability advocacy groups, that participated in developing

the project, or that have agreed to assist in the operation or maintenance of the project.

All projects that are developed with assistance from the Michigan Natural Resources Trust Fund must at a minimum meet the Americans with Disabilities Act (ADA). Projects that go beyond ADA and strive to incorporate the Principles of Universal Design encourage equal use by people of all abilities. Describe the suggestions and comments that were received from individuals and organizations regarding any aspect of the development in terms of accessibility and universal design. Tell us how these comments influenced the choice of location for the proposed project and its design. Minutes of meetings and letters outlining these discussions can be uploaded in the Required Attachments Section under Letter for Universal Design. Appendix B includes Sources of Information on Accessibility and Universal Design. Appendix C includes guidance on designing universally accessible recreation facilities.

As a starting point for identifying persons with disabilities in your community, you may want to obtain information from the U. S. Census Bureau. You will also want to contact disability advocacy groups and organizations located within or near your community. These may 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://geocities.com/patonly/lpadistrict5.html>);
 - 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.

Renovation: Points may be earned for projects that renovate an existing facility that is approximately 20 years old for outdoor facilities and 40 years for buildings (taking into account high-use and environmental factors).

PROJECT DESCRIPTION (3,000 CHARACTERS MAX)

Provide a detailed description of the project you are proposing, with reference to specific scope items for **development** projects. For **acquisition projects**, describe the intended future uses of the site and a timeframe for completion of any development necessary to provide those uses.

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

- Minimize the impact on natural features at the site. For example, placing active recreation areas away from bird watching areas and constructing new facilities in the least environmentally sensitive areas or renovating existing facilities.
- Providing a project that meets the community's needs without being extravagant.
- Designing facilities to be appropriate in scale for the level of anticipated use.
- Make sure the site is easily recognizable as a public park or recreation area. Be sure there are signs at the park entrance and way finding for parks that are difficult for someone to locate that is not familiar with the area.
- Ability to get to the site; consider how the public can get to the site and the following factors:
 - Are there appropriate wayfinding signs?
 - Is there public transportation in urban/suburban locations?
 - Is the project area within a walkable distance (1/4 mile) from housing, business and commercial areas, and in these areas, is there a safe way to get to the site by non-motorized means?
- Designing the entrance and traffic flow pattern into the park for the safety and convenience of motorized and non-motorized uses. Consider your ability to link the site to public transportation, trails and greenways.
- Minimize the traffic flow within the park and avoid multiple road crossings whenever possible.

- The relationship of proposed facilities to existing support facilities and provision of necessary support facilities.
- Addressing safety and crime issues through means such as:
 - Layout maximizes visibility of people and parking areas
 - Adequate lighting
 - Hours of operation clearly posted
 - Monitoring of project area at appropriate times and locations
- Incorporating environmental methods in the project scope. A minimum of three environmental methods must be included in the project scope to earn points in this category. Examples of acceptable methods are:
 - Pervious pavement (porous asphalt or concrete)
 - Recycling bins
 - Landscaping with native plants
 - Use of natural renewable resources (solar, geothermal, etc.)
 - Building materials with significant content of post-consumer recycled materials (does not include concrete or asphalt paving)
 - Reduction of water use (such as faucet sensors, waterless urinals, etc.)
 - Efficient lighting (such as LED lighting, lights on a sensor, etc.)
 - Storm water management (such as rain gardens and bioswales)
- **All utility lines must be buried.**

Americans with Disabilities Act (ADA) versus Universal Design (UD): All projects are required to meet ADA, including parking, access routes and appropriate support facilities in relationship to the proposed project. Universal Design goes beyond the requirements of ADA. If a universally accessible project is proposed, this portion of the narrative should address how the input received from individuals with disability or disability advocates affected the final design. The Site Plan and Floor Plans (when buildings are proposed) should provide labels, dimensions or other details in order to demonstrate ADA and where proposed UD features. The Site Plan and Floor Plans can be uploaded in the Required Attachments Section.

Appendix B includes Sources of Information on Accessibility and Universal Design. Appendix C includes guidance on designing universally accessible recreation facilities.

Disability advocates and members of the community with disabilities should be included in the planning process so that the project meets the needs of the community. Meeting minutes or letters from these individuals or groups should be provided and document their input on the proposed project and how it will meet or exceed ADA. Meeting minutes and letters should be uploaded in the Required Attachments Section under Letter for Universal Design.

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

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

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

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

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

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

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

minimum of fatigue.

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

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

Based on the demographic characteristics of your community, the information you receive from meeting with local groups and organizations, and your decision about the type of project you want to develop, you will want to consider in your design the use by people with a variety of disabilities that may affect their ability to:

- Walk independently
- Stand, balance/walk on uneven surfaces
- Step up or down
- See some or not at all
- Communicate with spoken word
- Reach in any/all directions
- Grip with one or both hands
- Transfer from a wheelchair
- Rise from a seated position
- Understand information
- Any other disabilities people in your community may have.

Trail Projects: For trail projects, tell us about the destinations the trail will access and/or link and the design standards that you propose to use. Provide a map showing trail connections if the project is part of a regional trail system or state trail system. The application should include a description of the width of trail, materials, amenities, potential user groups (motorized, non-motorized, pedestrian, equestrian, boat), distance of trail and connections that the trail may have within the community, region and beyond. Supporting documentation, including trail plan excerpts or website links, as well as any available promotional material, should be included. Water trail projects must include way finding signage and demonstrate that promotional materials will be provided by the applicant. These documents can be uploaded in the Required Attachments Section under Project Location Map.

NATURAL RESOURCE ACCESS AND PROTECTION (3,000 CHARACTERS MAX)

The narrative should address how the proposed project or acquisition will provide access to natural resources and describe the natural resources on the site and in relationship to the applicant's service area. Relevant rare or unique flora, fauna and site characteristics should be discussed in the narrative. The application should include supporting materials such as a Green Infrastructure Plan and expert documentation from a wildlife specialist, botanist, etc. in the form of letters, reports, or other similar documents. Expert Documentation should be uploaded in the Required Attachments Section under Expert Documentation.

Provide the following information:

- Describe the natural features on your project site and the recreation opportunities they will provide. Be sure to include all resources and resource-based recreation opportunities indicated as present or proposed on your application form and site development form. Tell us how you will manage the site to maintain the natural features. A Maintenance Plan must be uploaded in the Required Attachments Section.
- As applicable, explain why you believe the proposed acquisition will act as a buffer for previously protected land or will act as a wildlife corridor. Describe the protection status and the ecological or wildlife values of the lands to be buffered or linked.
- Describe how this project is part of a green infrastructure plan, previously protected land or will act as a wildlife corridor. Upload the plan in the Required Attachments section under Expert Documentation.
- If you are not acquiring or do not control all rights in land, describe the rights you will acquire/control and explain how this will affect your ability to manage and provide public outdoor recreation at the site.

Consider the following factors to determine the recreation potential and environmental importance of

the land you want to acquire or develop with MNRTF assistance:

- The types of natural resources on the property and the recreation opportunities they will provide. The MNRTF Board has designated certain natural resources as significant—high quality wetlands, critical sand dune areas, Great Lakes and their connecting water bodies (Detroit, St. Mary’s, and St. Clair Rivers and Lake St. Clair), rare plant and animal species and communities, land that is or will become part of the Pigeon River Country State Forest, dedicated natural rivers, and land that is or will become part of a dedicated wilderness or natural area.

[Note: For a list of threatened and endangered species, dedicated rivers, and dedicated wilderness or natural areas, you may refer to the Department’s web page at www.michigan.gov/dnr. For information about rare plants, animals, and other significant features, refer to the Michigan Natural Features Inventory website at web4.msue.msu.edu/mnfi. For general information on wetlands and sand dunes, visit the Department of Environmental Quality website at www.michigan.gov/deq.]

- The quality and quantity of the natural resource. **Properties that support high quality natural resources that can be hunted/fished/viewed receive points for these features.** Generally, the larger the parcel, the more valuable it is for resource protection and use. However, the quality and quantity of the natural resource can be evaluated based on other factors as well, such as the number and species of wildlife that can be hunted/fished/viewed, the hunting/fishing seasons allowed, the rarity of the species or natural community present on the site, and the amount of frontage on a water body.
- The ability of the land to act as a winter deeryard, to buffer previously protected wildlife habitat, or to function as a wildlife corridor. Provide documentation such as a letter from the DNR or planning document for confirmation of DNR-identified winter deeryard.
- **Natural Area Buffers and Wildlife Corridors** - A buffer serves to help shield existing conservation lands from negative impacts such as intensive urban development. The buffer section of the application will be scored on the extent of the connection between protected properties. A wildlife corridor serves to connect previously protected parcels of land so that wildlife can move between them, through areas that do not provide the food or protection they need outside the corridor. The wildlife corridor section of the application will be scored on the extent of the connection between protected properties and ability for wildlife passage. Only acquisition projects receive points for providing buffers and wildlife corridors.

Recommended support documentation includes: a website link or relevant pages of a well-documented Land Management Plan, evidence that the existing property is already permanently protected through public or land conservancy ownership (either fee ownership or permanent easement), expert documentation of wildlife ecological values of the existing protected property and proposed acquisition site, commitment from the applicant to continue to manage the acquired land in coordination with the landowners of the existing protected property for its wildlife/ecological values and with appropriate public access and recreation. The commitment can be in the form of a letter, resolution or similar document.

- The sustainability of the natural resource. The likelihood that a natural resource will persist is dependent on a number of factors. These may include the type of resource, the current population size, its ability to withstand hunting or fishing pressure or other use, and the present and future uses of the surrounding land. Sustainability of the resource may also depend on your ability to effectively manage the land to protect fragile areas, to allow temporary closure at critical times, (such as during breeding seasons), and to mimic or restore natural disturbances, among other concerns.

OTHER INFORMATION (2,000 CHARACTERS MAX)

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

- List any parks within your system for which you have a “residents only” policy.

- Discuss any health advisories for the water bodies accessed by your project. Describe how these advisories will affect the use of the site and your proposed facilities.
- If there is public opposition to the proposed project, tell us how you are addressing the concerns raised.

REQUIRED ATTACHMENTS SECTION

REQUIRED CONTENT FOR ALL APPLICATIONS

FILE FORMAT

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

SITE DEVELOPMENT PLANS

The site development 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 and water bodies, and all existing uses, including buildings and other development need to be identified. Surrounding land uses should also be noted. If the site is large also provide an enlargement of the project area and label the proposed and existing uses so that more detail is visible.

If there are currently any non-recreation uses within the boundary of the project site or the property to be acquired, or such uses are proposed for the future, these uses should be clearly depicted and excluded from the boundary.

For **development** projects, the placement of all scope items proposed in the application should be depicted. 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 development 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 accessibility requirements. The site development plan should indicate that all grant-funded facilities will be accessible and include features such as walkways, ramps, and other items required to provide access to people with disabilities. If the project includes a playground, be sure accessible safety surfacing, along with 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 accessible or will be made accessible. Applications that do not clearly indicate that existing support facilities are or will be made accessible may be considered ineligible.

The site development plan is a very important part of your application because universal accessibility is dependent on not only the facilities themselves, but also on the access routes to them and the integration of universally accessible facilities within the overall project site.

Your plans for developing **acquisition** project sites may be at a more preliminary stage. We will use as much information on your plans for the site as you provide in evaluating acquisition applications. At a minimum, you should depict your short-term plans for making the site available to the public upon acquisition. Upload the conceptual Site Plan in the Required Attachments Section under Site Plan.

PROJECT LOCATION MAP

The project location map must be uploaded in this section, but it is also recommended that other supporting maps also be uploaded here as well.

- Project Location Map: The project location map is required and should be sufficiently detailed so that a person (such as your regional grant coordinator or an MNRTF Board member) unfamiliar with the site or your community can find it using only the map. The map should include street and road names, landmarks, and an indication of compass direction. If you are doing a trail or trailhead project, it is important to show connectivity to regional trails through

maps.

- Regional Plans: Upload relevant pages of regional trail plans, motorized trail plans (ORV and/or snowmobile), water trail plans and promotional materials. Web links may be provided to supplement the uploads, but make sure to upload any relevant maps or sections of plans.
- Iron Belle Trail (Governor's Showcase Trail): If the project is on the Iron Belle Trail (may also be referred to as the Governors Showcase Trail), upload a map showing the trail in relation to the large scale plan and a second plan zoomed in to the project location if the Site Plan does not demonstrate this connection clearly.

ADVANCE NOTICE OF A PUBLIC MEETING

Include a copy of the newspaper advertisement or other means that your community used to notify your citizens, including people with disabilities, about the public meeting to discuss and comment on the project. The notice must advise the reader that the community is considering an MNRTF grant application and include a brief description of the proposed project, including the specific location of the project. The meeting must be held within six months prior to submitting an application. At a minimum 10-days notification must be provided for public hearings on grant applications.

Notifications must be in a means that is typically used by the municipality for public hearings, must include a posting date and be certified.

MINUTES OF THE PUBLIC MEETING

Include a certified 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. Upload a copy of the meeting minutes. Do not use links to minutes on websites. If there were separate meetings for the public hearing and when the highest governing body passed a resolution supporting the application, provide certified copies of both sets of meeting minutes. Both sets should show that the public had an opportunity to comment prior to a resolution being passed.

CERTIFIED RESOLUTION

The 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. See Appendix F for a resolution template. The resolution should:

- List and commit to the match, as a dollar amount and percentage of the total project cost, and to all source(s) of match as specified in the application;
- Be sealed or otherwise authenticated.
- If the applicant chooses to increase the grant request or match amount by October 1, the new resolution should be uploaded in this section of the application. Make sure the original resolution passed before the grant deadline remains in the application as well.

NOTICE OF INTENT FORM (PR 5750-2) AND ACCOMPANYING TRANSMITTAL

The regional planning agency for your county must be notified of your application through receipt of a *Notice of Intent Form* prior to submittal of the application. Include a copy of the transmittal 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.

SITE PHOTOGRAPHS

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. Upload space is limited and it is recommended that a photo sheet is created using Word, Adobe PhotoShop or even PowerPoint. Please do not upload individual photos. File size is limited to 30 MB per upload.

COPY OF MOST RECENT DEED

Upload the most recent deed(s) for the property to be acquired or that is within the project boundary for development projects.

DOCUMENTATION OF MATCH SOURCES

By October 1st of the year you apply, you must provide written documentation for 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 notification of award and information on the scope of work and budget provided 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. Donations of services should include an hourly rate and estimated hours of work to complete the service. Donated labor must be valued at minimum wage unless a professional is donating their professional services (such as an electrician).
- 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.
- For **land donations**, the letter from the donor must commit to a percentage of the appraised and DNR-approved market value of the property and a cash value. This source of match can only be used for acquisition projects.

General Fund and force account labor should be committed within the certified resolution of the governing body.

BOUNDARY MAP

Boundary maps should clearly define the boundary of the area under legal ownership or control of the applicant or proposed to be purchased. In other words, the area described in the deed, lease or easement for this site. The boundary map and site development plan can be the same document as long as the boundary is clearly highlighted. Use permanent landmarks like 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 for Development projects. 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.

MAINTENANCE PLAN

- Acquisition Application: Include a simple management plan including invasive species control where relevant and demonstrate the ability to fund maintenance such as a millage, annual budget, etc. Upload the document in the Required Attachments Section under Maintenance Plan.
- Development Application: For the proposed project provide the annual maintenance schedule (including invasive species control where relevant), maintenance costs, lifecycle cost and provide the current maintenance budget. Upload the document in the Required Attachments Section under Maintenance Plan.

ADDITIONAL ITEMS REQUIRED FOR ACQUISITION APPLICATIONS ONLY

PLAT OR PARCEL MAP

The parcel(s) to be acquired should be clearly delineated on a plat map or parcel map. The map should show the legal boundaries of the property.

TAX BILL FOR THE PARCEL TO BE ACQUIRED.

Upload the tax bill(s) for the parcel(s) to be acquired.

ADDITIONAL ITEMS REQUIRED FOR DEVELOPMENT APPLICATIONS ONLY

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 any universally accessible design features. They do not have to be measured drawings, but should show the relevant structures and approximate dimensions. Catalogue drawings or illustrations are acceptable for most items. If the proposed project contains Universal Design features, more dimensions may be required to demonstrate how the project goes beyond ADA. If structures are not proposed upload a blank document with a statement such as, this is not applicable.

DOCUMENTATION OF SITE CONTROL FORM (PR5750-4)

Indicate the type of control you currently hold, or will hold by October 1st of the year of application.

Generally, leases and non-perpetual easements will only be allowed if the lessor is also a unit of government legally constituted to provide public recreation, and the lease contains language that the lessor would assume all grant obligations for the grant-assisted area, including keeping the grant-assisted area open for public outdoor recreation in perpetuity.

The length, terms, and conditions of leases or easements are subject to Department approval. In addition, leases or easements should not contradict program standards and cannot have conditions that interfere with your ability to provide public access and use of the site and project facilities. Site control must be obtained by the October 1st deadline by submitting *Documentation of Site Control Form* and providing supporting documentation.

The following table provides additional information on eligible types of site control and documentation. If the project site is under multiple types of control, or multiple parcels of other than fee simple ownership, provide a separate *Documentation of Site Control Form*, with appropriate supporting documentation, for each parcel. Please include a copy of the deed for each parcel.

Upload the *Documentation of Site Control Form* and Deed, Lease, or other evidence of site control in the Required Attachments Section under Site Control Form and Deed.

TYPE OF CONTROL	DOCUMENTATION NEEDED
Fee Simple Title	<i>Documentation of Site Control Form</i> with property description and signature from the applicant's attorney or a local official with authority to verify that the information is correct. Please submit supporting documentation, such as a deed.
Proposed Fee Simple Title	<i>Documentation of Site Control Form</i> with property description and signature from applicant's attorney or a local official with authority to verify that the information is correct. Also, a written commitment signed by the landowner to transfer ownership (fee simple title) to the applicant immediately upon a grant award. The commitment should provide a description of the property to be transferred and describe the terms of the transfer and any conditions that must be met before or after the transfer. In most cases, applications dependent upon the applicant purchasing the site will be considered ineligible, unless the applicant can demonstrate that the owner has made an unconditional commitment to sell the property by a specific date and the applicant has documented that they have the funds available for immediate purchase. If the site to be developed is in the process of being acquired with previously approved grant assistance, the development application will not be eligible until the acquisition project is complete.

TYPE OF CONTROL	DOCUMENTATION NEEDED
Property Ownership That is Less-Than-Fee Simple (such as when mineral rights are lacking)	<i>Documentation of Site Control Form</i> with property description and signature from applicant's attorney, verifying that the applicant has adequate rights to develop the site consistent with the grant proposal and that the rights not held by the applicant, including mineral rights, will not interfere with the applicant's short- and long-term grant obligations. If grant is awarded, a copy of the recorded deed will also be required prior to project agreement execution.
Current or Proposed Lease or Easement	<i>Documentation of Site Control Form</i> with property description and signature from applicant's attorney, verifying that the applicant has adequate rights to develop the site consistent with the grant proposal and that the rights retained by the lessor, will not interfere with the applicant's short- and long-term grant obligations. Generally, leases and non-perpetual easements will only be allowed if the lessor is also a unit of government legally constituted to provide public recreation, and the lease contains language that the lessor would assume all grant obligations for the grant-assisted area, including keeping the grant-assisted area open for public outdoor recreation in perpetuity. If the lease has not yet been executed, a copy of the draft lease and a letter of commitment from the landowner are required.

ADDITIONAL ATTACHMENTS

LETTERS OF SUPPORT

Include any letters of support that you receive from the general public, local businesses, homeowners associations, legislators, and any other entity showing support and public awareness of your project. Letters of support may also be directly addressed to Grants Management staff or the MNRTF Board.

CORRESPONDENCE REGARDING PERMITTING ISSUES

Permits - The pre-application process should be completed with the Department of Environmental Quality to determine if the project can be permitted prior to the October 1 deadline or prior to applying.

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

EXPERT DOCUMENTATION ON THE NATURAL RESOURCES AND RECREATION OPPORTUNITIES AT THE SITE

Your application may be significantly strengthened if you provide written documentation from an expert(s) on the following topics. This documentation should be uploaded in the Required Attachments Section under Expert Documentation.

- The quality and quantity of the significant natural resources, hunting/fishing/wildlife viewing opportunities, and/or wildlife habitat values on the site;
- The value of a proposed acquisition property as a buffer or corridor connecting protected conservation lands, and the ecological value of the conservation lands;
- The quality of the nature interpretation and education opportunities or hunter education/safety programs to be provided.
- Any other claim regarding the environmental value or resource-based recreation opportunity that you include in your application.

Examples of the experts that can potentially help strengthen your statements about your project and its natural features/recreation opportunities include:

- Michigan Department of Natural Resources fish and wildlife biologists,
- Ecological consultants,

- Regional land trust or conservancy staff, and
- Members of amateur clubs and organizations, such as a local birding or sportsman’s club.

Other documents that may be uploaded in the Required Attachments Section under Expert Documentation may include:

- Green Infrastructure Plan
- Land Management Plan
- Commitment to protection of adjacent land for natural and wildlife values
- Promotional Material for Water Trails

ADDITIONAL ATTACHMENTS FOR ACQUISITION APPLICATIONS

COPY OF A DRAFT EASEMENT FOR PURCHASES OF LESS THAN FEE SIMPLE TITLE

If your application proposes the purchase of less than fee simple title, you must include a copy of the draft easement or other legal documentation with your application.

ADDITIONAL ATTACHMENTS FOR DEVELOPMENT APPLICATIONS

LETTERS FOR UNIVERSAL DESIGN

If you gathered public input from individuals with disability or advocates, upload meeting minutes or letters documenting that input on the proposed project. Documentation should specify how the project will meet ADA or go beyond ADA to Universal Design.

ENVIRONMENTALLY FRIENDLY FEATURES

Upload catalogue cut out sheets, product specifications or other relevant documentation for specified scope items that may be considered Environmentally Friendly Features. For example if LED lighting is proposed, in Section C-2 select lighting from the pull down menu and in the Required Attachments Section under Environmentally Friendly Features, upload a catalogue sheet for an LED fixture.

ADDITIONAL INFORMATION SECTION

There is a 2,000 character limit to describe any additional information not covered in the other sections of the grant application. At a minimum this section must include the following items.

- Crime Prevention Measures – How do you plan to address safety and crime prevention and response in the project area? For example, layout maximizes visibility of people, adequate lighting, hours of operation are clearly posted or monitoring of project area at appropriate times.
- Programming and Marketing – How will you make the public aware of the project including any universally accessible features. At a minimum all projects are required to have a ribbon cutting. Describe the methods you will use to publicize and promote your project. Be sure to include methods that will effectively communicate with persons with disabilities. Examples include:
 - Ribbon cutting/dedication – this is a requirement of all grant funded projects
 - Informational booklets/brochures
 - Web site and social media
 - Radio/television
 - Newspaper/magazines
 - Presentations to schools, organizations, club and other groups
 - Special events such as fairs and festivals
- Formal recreation department/DNR division or parks committee – Include information on your communities’ park department or park committee including how committee members are appointed and their roles and responsibilities. You may also include a page number reference to your 5-Year Recreation Plan where this is already described.

CHAPTER 3: APPLICATION SCORING CRITERIA

There are eleven core criteria for evaluating development applications and twelve core criteria for evaluating acquisition applications. In addition, the MNRTF Board has chosen three priority project types to be used to score 2015 applications to the MNRTF Program. An application may only earn points under one of the priority project types. All core criteria and priority project types are listed below, along with a brief description of the factors used to score each one.

Applications will be scored based on the specific information provided in the application. In most cases, Grants Management staff will also visit a site as part of the application evaluation process. While staff tries to visit as many sites as possible, do not rely on site visits as the primary way to communicate project information to us.

The following chart is a brief breakdown of how each of the scoring criteria relates to a section of the application. Where (acq) is listed it refers only to the acquisition scoring criteria, (dev) indicates development application scoring criteria only and “P” indicates Trust Fund Board Priority. For example P1 means Board Priority 1, Trails.

Application Section	Section Title	Scoring Criteria
Section A	Applicant Site and Project Information	1A, 3A, 3B
Section B	Project Funding and Explanation of Match Sources	3B, 9
Section C/C2	Project Details	3B, 6, 11 (dev), P1
Section D	Justification of Need	1A, 2
Section E	Application History and Stewardship	5, 10
Section F	Site Conditions	3
Section G	Natural Features of the Project Site	6
Section H	Wildlife Values of the Project Site	6
Section I	Natural Resources Recreation Opportunities	6
Section J	Public Access Opportunities	3A
Section K	Trails	P1
Narrative	Narrative	1, 2, 3, 6, 11 (acq), 11 (dev), 12, P1, P2, P3
Required Attachments	Site Development Plan	3, 6, 8, 11 (dev), P1, P2, P3
	Project Location Maps	3, 8, P1, P2, P3
	Preliminary floor plans and elevation drawings	3, 6, 11 (dev), P1
	Letters of Commitment & Support for the project	1B, 2
	Expert Documentation	6
	Letters for Universal Design	11 (dev)
	Environmentally Friendly Features	3D
Add. Info.	Additional Information	3E, 3F, 4F
	Evaluated by Grant Coordinator during site visit	3A, 3B, 3E, 4D, 6
	Evaluated by Grants Management Section	4, 5,7, 8, 9, 11(acq)

DEVELOPMENT APPLICATION SCORING CRITERIA

1. NEED FOR PROJECT	
A. Rationale for the Project: The proposed project is consistent with the community/state recreation plan's goals and objectives and is adequately justified in terms of the need for additional facilities of the type proposed and the availability of the proposed type of facility in the region was evaluated (as appropriate).	20
B. Public Support: The application/recreation plan demonstrates that the proposed project is widely supported in the community/region and a resolution of support has been approved by the local governing Board. Also, there is minimal public opposition to the proposed project or applicant is working to address the concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	20
Maximum Possible Points (A + B)	40
2. COLLABORATION	
A. A formal agreement exists indicating that the recreation site will be shared, maintained and/or operated by 2 or more local units of government (excluding school districts). An Operating Agreement, Memorandum of Understanding, Memorandum of Agreement, Inter-governmental Agreement or other similar document has been provided to staff of the MNRTF.	30
B. Recreation site will be shared, maintained, and/or operated by two or more local units of government or a partnership between a local unit of government and other non-governmental organization (school district or non-profit organization). Documentation (less than a formal agreement) has been provided to staff of the MNRTF providing evidence that collaboration exists.	15
C. Recreation site is not shared, maintained or operated by two or more local units of government or a public/private partnership.	0
Maximum Possible Points (A or B or C)	30
3. SITE AND PROJECT QUALITY	
A. Ability to Get to the Site — The amount of directional signage is adequate for the type of park. The park site is easily recognized as a public park or outdoor recreation land. The park can be directly and safely accessed and is appropriately located for the type of project. For urban projects, site is on a public transportation route.	20
B. Compatibility — Site is compatible with its intended purpose and the proposed site design. Site design is clear and understandable.	20
C. Renovation — Project involves renovation at an existing park site that is at least 20 years old. Renovation projects needed as a result of inadequate maintenance or design do not qualify for these points.	20
D. Use of Three or More Environmentally Friendly Materials	20
E. Crime Prevention and Safety Measure — Potential safety issues have been addressed.	20
F. Programming/Marketing — The applicant has addressed how they will make the public aware of the project.	20
Maximum Possible Points (A + B + C + D + E + F)	120

4. APPLICANT HISTORY	
A. Per capita <u>development</u> grant assistance (MNRTF, LWCF, Recreation Bond Fund, CMI) received by the applicant in the past 20 years exceeds the median value awarded to all communities over the past 20 years.	0
B. Per capita development grant assistance (MNRTF, LWCF, Recreation Bond Fund, CMI) received by the applicant in the past 20 years is less than the median value awarded to all communities over the past 20 years+.	20
C. Applicant has not received a development grant from the recreation grant program in the past 20 years (MNRTF, LWCF, Recreation Bond Fund, CMI).	40
D. Compliance with Program Procedures — the applicant is in compliance with all requirements at park sites that have been acquired or developed with recreation grant assistance in the past—including signage requirements. Also, the applicant has complied with Department procedures while completing grant-assisted projects (acquisition and development) awarded in the past 6 years. Give points if the applicant has never received a grant.	10
E. Applicant has a formal recreation department/DNR division or parks committee.	10
Maximum Possible Points (A or B or C) + D + E)	60
5. CONVERSION HISTORY	
A. Applicant has a known unresolved conversion of a grant-assisted site to a use that does not qualify as public outdoor recreation (applies to all grant programs).	
Point DEDUCTION	50
6. NATURAL RESOURCE BASED RECREATION OPPORTUNITIES	
Examples: -- Hunting -- Nature observation/interpretation -- Fishing -- Water access (boating, swimming, etc.)	
A. Project proposes the highest quality natural resource based recreation opportunities or will provide an opportunity that is rare or nonexistent in the applicant's service area.	40
B. Project proposes good quality natural resource based recreation opportunities or will provide highest quality opportunities that are already present in the applicant's service area.	20
C. Project proposes fair quality natural resource based recreation opportunities or will provide good quality opportunities that are already present in the applicant's service area.	10
Maximum Possible Points (A or B or C)	40
7. FINANCIAL NEED OF THE APPLICANT	
A. Upper one-third median household income (greater than \$50,476)*	0
B. Middle one-third median household income (\$40,417 - \$50,476)*	20
C. Lowest one-third median household income (up to \$40,417)*	40
*Recognized MHI is subject to change after publication date.	
One-third (1/3 rd) of Michigan's local municipalities have a MHI above \$50,476, 1/3 rd have a MHI below \$40,417, and 1/3 rd have a MHI between \$50,476 and \$40,417.	
Maximum Possible Points (A or B or C)	40

11. UNIVERSAL ACCESS DESIGN	
A. The applicant obtained information on persons with disabilities in their community or the state and gathered comments regarding recreation interests and accessibility needs. The applicant has documented how the ideas/suggestions gathered from the public input process influenced the design of the proposed project.	10
B. All elements of the proposed project demonstrate the incorporation of universal design. Any previously-existing support facilities comply with ADA requirements.	20
C. SOME elements of the proposed project demonstrate the incorporation of Universal Design.	10
Maximum Possible Points (A) + B or C	30
TOTAL POSSIBLE POINTS UNDER CORE DEVELOPMENT CRITERIA 1-11	470

PRIORITY PROJECT TYPES OF THE MNFRT BOARD - DEVELOPMENT

Listed are the maximum possible points that may be earned under each priority project type. An application may earn points under only one of the priority project types. Factors used to score applications, and their associated points, will be developed and available for review on the evaluation worksheet.	
1. Trails (including water trails)	
A. Regional Trail/Trailhead: Development of a trail that will extend or connect existing regional trails or trailheads that will benefit an existing regional trail. The proposed trail must be identified on a documented trail plan and uploaded with the application.	50
B. Documented Water Trail: Development of a water trail trailhead and/or canoe pull out facilities on a documented and promoted trail plan. The proposed trail must be identified on a documented trail plan and uploaded with the application	
C. Local Trail/Trailhead: Development of a trail or trailhead that is contained within one local community or a trailhead that benefits a local trail. The proposed trail must be identified on a documented trail plan and uploaded with the application.	30
D. Proposed Water Trail: Development of a trailhead and/or canoe pull out facilities for a proposed water trail. Provide a copy of, at a minimum, a conceptual trail plan. Trail development should also include wayfinding and promotion materials.	
E. Secondary Trail/Amenities: While the project may include a trail that is or will be part of a trail network and/or amenities for trail users, these are not the primary result or intention.	10
F. Secondary Water Trail/Amenities: While the project may include incidental trailhead and/or canoe pull out amenities for water trail users, these are not the primary result or intention.	
G. Trail is contained within a park or water access is only provided for the park in which it is located.	0
H. Project will not provide a trail or trail amenities	
2. Wildlife/Ecological Corridors and Winter Deeryard Acquisitions. Not Applicable for Development Applications.	

3. Projects located within an Urban Area.	
A. Park is within the political boundaries of a core city or inner ring city for a Metropolitan Statistical Area.	50
B. Park is within the Urbanized Area for a Metropolitan Statistical Area.	40
C. Park is within the political boundaries of a core city for a Micropolitan Statistical Area.	30
D. Park is within an Urbanized Cluster--areas surrounding the core city of a Micropolitan Statistical Area or other, smaller communities defined as Urban Clusters.	20

ACQUISITION APPLICATION SCORING CRITERIA

1. NEED FOR PROJECT	
A. Rationale for the Project—The proposed project is consistent with the community/state recreation plan’s goals and objectives and is adequately justified in terms of the need for additional protection of its natural resources and the public’s right to access the site.	20
B. Public Support — The application/recreation plan demonstrates that the proposed project is widely supported in the community/region. Also, there is minimal public opposition to the proposed project or applicant is working to address the concerns. Opposition based primarily on the desire to keep the public from the state’s natural resources will not be considered. Documentation of support was provided.	20
Maximum Possible Points (A + B)	40
2. COLLABORATION	
A. A formal agreement exists indicating that the recreation site will be shared, maintained and/or operated by 2 or more local units of government (excluding school districts). An Operating Agreement, Memorandum of Understanding, Memorandum of Agreement, Inter-governmental Agreement or other similar document has been provided to staff of the MNRTF.	30
B. Recreation site will be shared, maintained, and/or operated by two or more local units of government or a partnership between a local unit of government and other non-governmental organization (school district or non-profit organization). Documentation (less than a formal agreement) has been provided to staff of the MNRTF providing evidence that collaboration exists.	15
C. Recreation site is not shared, maintained or operated by two or more local units of government or a public/private partnership.	0
Maximum Possible Points (A or B or C)	30
3. SITE AND PROJECT QUALITY	
A. Ability to Get to the Site—The park can be directly and safely accessed and is appropriately located for the type of project. For urban projects, site is on a public transportation route.	20
B. Compatibility—Site is compatible with its intended purpose. Site is compatible with the proposed site design, if the site is to have developed facilities in the future. Site design is clear and understandable.	20

C. Programming/Marketing—the applicant has addressed how they will make the public aware of the project.	20
D. Green Infrastructure—Proposed project is part of a green infrastructure plan for the community, region, or eco-region.	20
E. Property will be purchased fee simple.	20
Maximum Possible Points (A + B + C + D + E)	100
4. APPLICANT HISTORY	
A. Per capita <u>acquisition</u> grant assistance (MNRTF, LWCF) received by the applicant exceeds the median value awarded to all communities.	0
B. Per capita acquisition grant assistance (MNRTF, LWCF) received by the applicant is less than the median value awarded to all communities.	20
C. Applicant has never received an acquisition grant from the recreation grant program (MNRTF, LWCF).	40
D. Compliance with Program Procedures—the applicant is in compliance with all requirements at park sites that have been acquired or developed with recreation grant assistance—including signage requirements. Also, the applicant has complied with Department procedures while completing grant-assisted projects (acquisition and development) awarded in the past 6 years. Points will be awarded if the applicant has never received a grant.	10
E. Applicant has a formal recreation department/DNR division or parks committee.	10
Maximum Possible Points (A or B or C) + D + E	60
5. CONVERSION HISTORY	
A. Applicant has a known unresolved conversion of a grant-assisted site to a use that does not qualify as public outdoor recreation (applies to all grant programs).	
Point DEDUCTION	50
6. NATURAL RESOURCE PROTECTION AND USE	
A. The project will effectively protect the most imperiled or desired natural resources, such as the rarest species or community types. Wetlands with high habitat or environmental values, Critical Dune Areas, frontage on Great Lakes or their connecting water bodies (Detroit, St. Mary's and St. Clair Rivers and Lake St. Clair), frontage on Designated Natural Rivers, land that is or will become part of the Pigeon River Country State Forest, land that is or will become part of a dedicated wilderness or natural area.	60
B. Project will effectively protect imperiled or desired natural resources, but the need for protection/access is not as dire or the amount of protection offered by the project is not as great as the criteria in A.	40
C. The acquisition will protect or provide access to land with moderate natural resource value and will provide desirable habitat or education benefit.	20
D. Project will provide a good quality hunting, fishing, or wildlife viewing opportunity.	20
Maximum Possible Points (A or B or C) + D	80
7. FINANCIAL NEED OF THE APPLICANT	
A. Upper one-third median household income	0

B. Middle one-third median household income	20			
C. Lowest one-third median household income	40			
*Recognized MHI is subject to change after publication date.				
Maximum Possible Points (A or B or C)	40			
8. URBAN AREA RECREATION OPPORTUNITIES (PARKS WITHIN THE URBAN BOUNDARIES DEFINED BY THE U.S. CENSUS BUREAU)				
A. Park is within the political boundaries of a core city or inner ring city for a Metropolitan Statistical Area.	40			
B. Park is within the Urbanized Area for a Metropolitan Statistical Area.	30			
C. Park is within the political boundaries of a core city for a Micropolitan Statistical Area.	20			
D. Park is within an Urbanized Cluster--areas surrounding the core city of a Micropolitan Statistical Area or other, smaller communities defined as Urban Clusters.	10			
Maximum Possible Points (A or B or C or D)	40			
9. APPLICANT MATCH				
Local Match Percentage	Top ~2% Median Household Income*	Top 1/3rd MHI	Middle 1/3rd MHI	Bottom 1/3rd MHI
0-25%	0	0	0	0
26-29%	0	0	10	15
30-39%	0	10	20	30
40-49%	10	20	30	45
50%+	20	30	40	60
Maximum Possible Points				60
10. ENTRANCE FEES				
A. There will be an entrance fee with no waiver.				0
B. There will be an entrance fee with partial or full waiver but effectiveness in bringing people with low incomes into the park is questionable; OR Park entrance fee will be waived, reduced, or by-donation-only on a regular basis for all users.				15
C. No planned entrance fee; OR Site will be readily accessible by methods other than the automobile and there will be no entrance fee when using these alternative methods to get to the park (e.g., public transportation, bicycle, walk-in); OR There will be an entrance fee with partial or complete waiver available and the waiver policy is likely to be effective in bringing people with low incomes into the park.				30
Maximum Possible Points (A or B or C)				30
11. LAND OWNERSHIP				
A. Project is located in a county that contains 50% or more privately owned land.				
Maximum Possible Points				10

12. MOTORIZED RECREATION USE	
A. Project allows motorized recreation use (ORV and/or snowmobile)	
Maximum Possible Points	10
TOTAL POSSIBLE POINTS UNDER CORE ACQUISITION CRITERIA 1-12	500

PRIORITY PROJECT TYPES OF THE MNRTF BOARD - ACQUISITION

Listed are the maximum possible points that may be earned under each priority project type. An application may earn points under only one of the priority project types. Factors used to score applications, and their associated points, will be developed and available for review on the evaluation worksheet.	
1. Trails (including water trails)	
A. Regional Trail/Trailhead: Acquisition of land that will be used to extend or connect existing regional trails or for a trailhead that will benefit an existing regional trail. The proposed trail must be identified on a documented trail plan and uploaded with the application.	50
B. Documented Water Trail: Acquisition of land for a trailhead and/or canoe pull out facilities on a documented and promoted trail plan. The proposed trail must be identified on a documented trail plan and uploaded with the application	
C. Local Trail/Trailhead: Acquisition of land for a trail or trailhead that is contained within one local community or for a trailhead that benefits a local trail. The proposed trail must be identified on a documented trail plan and uploaded with the application.	30
D. Proposed Water Trail: Acquisition of land for a trailhead and/or canoe pull out facilities for a proposed water trail. Provide a copy of, at a minimum, a conceptual trail plan.	
E. Secondary Trail/Amenities: Acquisition of land where the primary result or intention is not for trail use, but the acquisition may benefit trail development.	10
F. Secondary Water Trail/Amenities: Acquisition of land where the primary result or intention is not for water trail use, but the acquisition may benefit water trail development.	
G. Project will not acquire property for a trail or trail amenities	0
2. Wildlife/Ecological Corridors and Winter Deeryard Acquisitions.	
Part A: Winter Deeryard Acquisitions	
A. Acquisition of functioning winter thermal cover (does not require habitat management) within the core a of DNR-identified winter deeryard. Documentation, such as a letter from the DNR or planning document will need to be provided for confirmation of DNR-identified winter deer yard.	50
B. Acquisition of lowland within a DNR-identified winter deeryard that requires habitat management to become fully functioning winter thermal cover. Documentation, such as a letter from the DNR or planning document will need to be provided for confirmation of DNR-identified winter deer yard	30
C. Acquisition of uplands immediately adjacent to a DNR-identified winter deeryard, i.e., land containing habitat that supports deer in the deeryard. Documentation, such as a letter from the DNR or planning document will need to be provided for confirmation of DNR-identified winter deer yard	10

Part B: Wildlife/Ecological Corridors and Natural Area Buffers	
<p>A. Corridor –The acquisition provides a connection between at least two existing protected properties sufficient for wildlife passage. Buffer - The acquisition provides a complete connection on at least one entire side of an existing protected property and documentation was provided as follows:</p> <ol style="list-style-type: none"> A website link or relevant pages of a well-documented Land Management Plan. Existing property is already permanently protected through public or land conservancy ownership (either fee ownership or permanent easement). Commitment from applicant to continue to manage the acquired land in coordination with the landowners of the existing protected property for its wildlife/ecological values and with appropriate public access and recreation. Commitment can be in the form of a letter, resolution or similar document. Expert documentation of wildlife/ecological values of existing protected property and proposed acquisition site. 	50
<p>B. The acquisition provides a connection to at least a portion of an existing protected property significant enough to provide a buffer and documentation was provided as follows:</p> <ol style="list-style-type: none"> A website link or relevant pages of a well-documented Land Management Plan. Existing property is already permanently protected through public or land conservancy ownership (either fee ownership or permanent easement). Commitment from applicant to continue to manage the acquired land in coordination with the landowners of the existing protected property for its wildlife/ecological values and with appropriate public access and recreation. Commitment can be in the form of a letter, resolution or similar document. Expert documentation of wildlife/ecological values of existing protected property and proposed acquisition site 	30
3. Projects located within an Urban Area	
A. Park is within the political boundaries of a core city or inner ring city for a Metropolitan Statistical Area.	50
B. Park is within the Urbanized Area for a Metropolitan Statistical Area.	40
C. Park is within the political boundaries of a core city for a Micropolitan Statistical Area.	30
D. Park is within an Urbanized Cluster--areas surrounding the core city of a Micropolitan Statistical Area or other, smaller communities defined as Urban Clusters.	20

APPENDIX A: MICHIGAN NATURAL RESOURCES TRUST FUND PROGRAM

BASIS AND PURPOSE OF THE PROGRAM

The basis of the Michigan Natural Resources Trust Fund is simple: convert one non-renewable resource; minerals on publicly owned lands, into another: land for public recreation. The Kammer Recreational Land Trust Fund Act (1976 PA 204) was passed by the Michigan Legislature and signed by the Governor on July 23, 1976, creating the Michigan Land Trust Fund (MLTF). Funds were accrued from the sale of oil, gas, and mineral leases and royalties from oil, gas, and mineral extractions on state lands. The Legislature could appropriate the interest of the fund and a portion of the annual revenue for the acquisition of land for public outdoor recreation. The fund was expected to grow to \$100 million dollars; at that point only interest on the fund would be used for projects.

On November 6, 1984, the citizens of Michigan ensured that the concept of the MLTF would be part of the State's recreation fabric in perpetuity and approved Proposal B, creating within the Michigan constitution the Michigan Natural Resources Trust Fund (MNRTF). This new fund was created from the Michigan Land Trust Fund, and the Michigan Legislature implemented the constitutional amendment through the Michigan Natural Resources Trust Fund Act (PA 101 of 1985). The MNRTF officially replaced the Michigan Land Trust Fund on October 1, 1985, and was capped at \$200 million. The constitutional amendment formally established the grant program to local units of government. These local government grantees would be required to provide at minimum of 25% of their project's costs as a local match. In addition, up to 25% of the funds available each year could be used for the development of facilities for public recreation. The ceiling on the fund also grew to \$200 million.

On November 9, 1994, Michigan residents cast their votes in favor of Proposal P, which amended Section 35, Article IX, of Michigan's constitution. This amendment increases the cap on the Trust Fund principal from \$200 million to \$400 million.

On August 6, 2002, Michigan residents approved Proposal 2. This amendment to Article IX allows the MNRTF to invest in a wider array of investments and raised the cap on the maximum allowable amount from \$400 million to \$500 million, which was reached in June of 2011.

HOW REVENUE FOR THE TRUST FUND IS GENERATED

Since the MNRTF cap was reached in June of 2011, the funds available for grant awards come from interest on the \$500 million corpus. The program's operating expenditures, as well as taxes on lands acquired for state ownership through this program, are paid by the Trust Fund.

ADMINISTRATION OF THE MICHIGAN NATURAL RESOURCES TRUST FUND

The Department of Natural Resources administers the MNRTF program, conducting the application evaluation process and project administration. The DNR also provides support to the MNRTF Board of Trustees (Board). The Board is composed of five members of the public and has the responsibility for recommending the projects to receive MNRTF support. The five members are the Director of the DNR or the Chairperson of the Natural Resources Commission (or his or her designee) and four citizen members appointed by the Governor. The Board meets at least six times a year, and all meetings are open to the public.

PROGRAM GOALS

The overall goals of the MNRTF direct the Board to financially assist both the purchase of land or specific rights in land for recreation or protection of land because of its environmental importance or scenic beauty, and the appropriate development of land for public outdoor recreation use.

The five goals, as prioritized by the Board, are:

1. Resource Protection
2. Water Access
3. Community Recreation
4. Urban Recreation
5. Economic Development

RESOURCE PROTECTION GOAL:

To protect Michigan's natural resources, and provide for their access, public use, and enjoyment.

Natural resources are essential to the ecological, recreation, and economic future of Michigan and must be protected to ensure against their loss. Resources in need of such protection include (but are not limited to) forests, fish and wildlife and their habitats, wetlands, sand dunes, flood plains, and natural and wilderness areas. Development proposals can further this goal by helping to protect natural resources from user impacts and by facilitating appropriate public use and enjoyment of those resources. Proposals of special interest are those involving resources in imminent danger of loss unless acquired or protected and include rare, fragile, or scenic areas or resources; endangered or threatened species of fish, wildlife, or plants; hunting or fishing opportunities; development of lands previously acquired with Trust Fund assistance; the Pigeon River Country State Forest area; and any natural features identified as significant under the Michigan Natural Features Inventory.

WATER ACCESS GOAL:

To provide public access to Michigan's water bodies, particularly the Great Lakes, and to facilitate their recreation use.

Michigan's inland lakes, Great Lakes and connecting waters, rivers, and streams are precious recreation resources. Projects enhancing recreation use of these resources are encouraged. Many recreation activities require water and almost all are enhanced by the presence of water. The public has a legal right to use most water bodies for recreation, but that right is meaningless without public access to those waters. In many cases, facilities for water-based recreation are also required. Adequate water access and related facilities are lacking at many locations in Michigan. Because of their unique recreation values, the Great Lakes and their shorelines are particularly precious; special consideration is, therefore, given to acquisition or development proposals to provide or enhance access to or recreation opportunities on these water bodies.

COMMUNITY RECREATION GOAL:

To meet regional, county, and community needs for outdoor recreation opportunities

Outdoor recreation needs range from protection of outstanding natural resources to active sports facilities. The Board helps units of government acquire and develop lands to meet those needs. Indoor facilities are considered only if their primary purpose is to support outdoor recreation.

URBAN RECREATION GOAL:

To improve the opportunity for outdoor recreation in Michigan's urban areas

Nearly two-thirds of Michigan's citizens, including most of our elderly, poor, and minority citizens, live in urban areas. Many of their recreation needs and desires could be met within those areas, increasing their opportunity for recreation without the need for extensive travel. Recreation land acquisition in these areas is especially important due to rising land costs and lack of public open space. Great strides have been made in recent years to improve recreation opportunity in urban areas, but the Board believes more can be done.

ECONOMIC DEVELOPMENT GOAL:

To stimulate Michigan's economy through recreation-related tourism and community revitalization

Michigan's economic difficulties focus attention on the need to strengthen the state's economic base. Recreation land acquisition and development can contribute to this effort by expanding the state's travel and tourism industry and by making our communities more attractive places to locate business and industry. The Board encourages proposals for projects that would have such economic impacts.

ADDITIONAL PRIORITIES OF THE BOARD:

In addition to these goals, the Board continually seeks wise investment of MNRTF dollars to provide the best long-term return to the people of Michigan. Funds for recreation acquisition and development are limited, and far more MNRTF dollars are requested than are available. Long-term benefit from MNRTF expenditures requires that recipients are able and willing to carry out proposed acquisition and development fully and promptly, and to operate, maintain, and inform the public about recreation lands and facilities far into the future. The Board evaluates the capabilities of potential fund recipients in these respects.

To be eligible for MNRTF grants, local units of government must have a current Department-approved 5-year recreation plan describing their capabilities and their park and recreation objectives. Proposed recipients must make recreation lands and facilities supported by MNRTF dollars available to all Michigan residents and visitors who abide by reasonable rules. Projects that would primarily benefit the general public, rather than a narrow segment of that public, or projects that would provide a scarce or increasingly rare opportunity, are favored.

MNRTF LAND NOMINATIONS

While only state and local governments may apply to the MNRTF to acquire property, any individual, group, or organization may nominate land for consideration. A nomination is a suggestion that the Department consider a property for acquisition. Individuals wanting to submit nominations must complete PR1909, which can be obtained from Grants Management or on the website at www.michigan.gov/dnr-grants. Site photographs and maps may be submitted in support of the nomination.

Nominations are compiled by Grants Management and provided to the land managing divisions of the Department (Wildlife; Forest Resources; Parks and Recreation; and Fisheries) for review and to determine if the division wants to submit an application for the property. Only those nominations that a division decides to submit as an application are considered for funding; however, the MNRTF Board is provided a list each year of all nominations received.

Nominations may be submitted at any time. All nominations received as of **January 1st** are compiled shortly thereafter and provided to the land managing divisions for review. Generally, the divisions will consider nominations received by January 1st as they prepare their grant applications due on April 1st, however, a land managing division may require additional time to evaluate a nomination before deciding whether to submit a grant application.

Individuals interested in nominating a property for Department ownership should keep in mind that the Department generally favors acquisition of land that is contiguous to existing Department-managed areas, such as state parks and recreation areas, state game areas, or state forests. Acquisition of privately held inholdings surrounded by Department-owned land is usually a high priority. Individuals may also contact the Department's Real Estate Services Section or one of the Department's land managing divisions directly at any time about a land acquisition opportunity and are also encouraged to contact local governments in the area to determine their interest in acquiring the property.

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 Standards 2010
www.ada.gov/2010ADASTANDARDS.index.htm
- Recommendations for Accessibility Guidelines for Outdoor Developed Areas
<http://www.access-board.gov/guidelines-and-standards/recreation-facilities>

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:

<https://www.disability.gov/>

United States Access Board
1331 F Street, NW, Suite 1000
Washington, DC 20004-1111

Voice: (800) 872-2253 TTY: (800) 993-2822 FAX: (202) 272-0081

NATIONAL CENTER ON ACCESSIBILITY

www.ncaonline.org

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

National Center on Accessibility
501 North Morton Street - Suite 109
Bloomington, IN 47404-3732
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) 513-0825 FAX: (919) 515-8951
Staff E-mail: ud@ncsu.edu

GREAT LAKES ADA CENTER

www.adagreatlakes.org

The Great Lakes ADA 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
Voice/TTY: (312)-413-1407 FAX: 312-413-1856
Technical Assistance: (800) 949-4232 (V/TTY)

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.

U. S. NATIONAL PARK SERVICE/EPPLEY INSTITUTE FOR PARKS AND PUBLIC LANDS

www.parktraining.org

A free, one-hour e-course on the principles of Universal Design has been developed for park and recreation practitioners by the Eppley Institute for Parks and Public Lands in conjunction with the U. S. National Park Service.

APPENDIX C: GUIDANCE ON DESIGNING SPECIFIC TYPES OF RECREATION AND SUPPORT FACILITIES THAT EXCEEDS ADA 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"> - Walkways within a site – at least 6 feet wide and have slopes under 2% - Multi-use trail - 8 feet, with slopes under 2%, wider width so two people can walk side by side or people can pass - Regional trail system - at least 10 feet wide, with 1 foot buffers on either side, with slopes under 2% - unitary surface like concrete, boardwalk or asphalt, crushed aggregate/screenings that have been “stabilized” - 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 with companion seating, proposed restrooms meet universal design principals, drinking fountains, etc.
<p>Boardwalk: wetland and water access</p>	<ul style="list-style-type: none"> - 6 feet minimum width so two people can walk side by side or people can pass - edge treatment to prevent roll/step off - if side rails are used, more than 25% must lowered to 34” maximum height for easy viewing in various places along the boardwalk - interpretive information in a variety of alternative formats such as auditory, large print, Braille, pictures, etc.

Type of Recreation Facility	Universal Access Design Considerations:
Nature center:	<ul style="list-style-type: none"> - all interpretive information in a variety of alternative formats such as auditory, large print, Braille, pictures, etc. - creative use of technology such as mp3 players for auditory descriptions (this gives the info. directly to the individual) closed loop assistive listening devices and closed circuit captioning of all interpretive presentations - all displays at lowered heights for sitting or standing viewing - all operating mechanisms that are operable with one hand and do not require tight/pinch/grasp/wrist twist to operate
Beach:	<ul style="list-style-type: none"> - routes over the beach and into the water, can be portable/temporary matting if it needs to be taken in and out for beach cleaning/dragging or in the off season - wide enough for side by side walking/passing - at beach route end have an accessible area at the waters edge large enough to park multiple chairs while the owners are in the water - with a transfer system at the waters edge so people can get down to the ground level and into the water.
Fishing dock/pier and observation/viewing decks:	<ul style="list-style-type: none"> - more than 25% of the rails are lowered to 34" maximum height in various locations 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

Type of Recreation Facility	Universal Access Design Considerations:
Canoe/kayak/boat launch:	<ul style="list-style-type: none"> - wider route so someone can hand wheel boat on dolly to launch pulling boat next to them if they are in a wheelchair or two person carry down - accessible surface to waters edge and into water at launch - more gentle slopes for easier entry and exit when hand wheeling a boat - some type of “rack” to stabilize boat at a transferable height then some type of mechanism/roller system to move, while seated in the boat, into the water - some means of transfer assistance such as overhead bars - some type of wench system to help pull boat out of water back into the rack to exit/transfer out. - if there is a dock provide a transfer system on the dock so a person can be seated on the dock to transfer over to a boat in the water that is in some type of a stabilizer rack - adaptive kayaks available for use - shore station with a platform (instead of “V” rack) with a transfer system on the deck of the shore station, located next to a dock so someone could roll/get on the platform and lower it to the right level to transfer into a boat
Campgrounds:	<ul style="list-style-type: none"> - all sites and amenities - accessible surface on all sites, including rustic sites - larger spaces to accommodate side lifts on campers and vehicles - accessible tables, grills (15 “ minimum, 34 “ maximum height), and fire rings on all sites - centrally located restrooms on easy routes from each site
Camping Cabins and Yurts:	<ul style="list-style-type: none"> - larger clear space and maneuvering spaces in between all furnishings, including when all are in use (beds, tables/chairs with people seated at the table, shelves within lower reach ranges, lowered wall hooks, etc.) - larger clear space thoughtfully located for typical portable items such as coolers, luggage, equipment/food bins/tubs, etc.

Type of Recreation Facility	Universal Access Design Considerations:
<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 from more than one location 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, frisbee 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 <ul style="list-style-type: none"> - 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.)
Interpretive Information and Maps:	<ul style="list-style-type: none"> - Interpretive information and maps in a variety of alternative formats, such as auditory, large print, braille, pictures, QR Codes, etc.

AMERICANS WITH DISABILITIES ACT (ADA)

Below is a quick reference to the general minimum requirements for accessible spaces, clearances, reaches, viewing, and operation. These are not specific to types of recreation listed above. You must reference the 2010 *Americans with Disabilities Act Standards for Accessible Design Guidelines* for the specific type of recreation to find the specific scoping and technical minimum requirements. Websites at which these references can be found are listed in Appendix B.

Clear width = 36” minimum for most accessible routes	Maneuvering space = 60” by 60” minimum and level, at entries and places for change of direction
Surfaces = ¼” maximum change, slopes less than 5%, firm and stable	Transferable height = 17”-19” with transfer supports
Head clearance = 80” high and as wide as the route	Knee clearance = 27”high by 30”wide by 25” deep
Clear space = minimum 30” wide by 48” deep located at the element	Table tops, counters, and rail heights = maximum 34” high
Viewing = clear from 32”-51” height	Reach range = 48” maximum high forward; 15” minimum low on side

APPENDIX D: A LOOK AHEAD: IF YOUR APPLICATION IS FUNDED

BEGINNING THE PROJECT

If your application is recommended for funding by the Board, there are a number of steps that must occur before you can begin your project, as follows:

- Appropriation of funds by the Legislature.
- Recommendation of the approval of the grants by the Administrative Board within the Department of Technology, Management and Budget (DTMB).
- Execution of a formal Project Agreement between the Department and the grantee.

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

- Close or take title to the land or rights in land.
- Solicit bids or begin the contractor selection process.
- Start site preparation work or incur any costs for which you intend to seek reimbursement.

Formal negotiations on local acquisitions may take place only after due diligence and a title search on the property have been conducted, an appraisal(s) has been completed and approved by the Department's Real Estate Services Section and Grants Management has provided written approval to proceed. See the *Acquisition Project Procedures* booklet (IC 1908) for more detailed information. The booklet is available on the DNR website at www.michigan.gov/dnr-grants under "Forms and Publications."

REQUIREMENTS FOR PROJECT COMPLETION

Following is a brief description of some of the key procedures and requirements for approved projects. For more detail on these procedures, consult the booklets *Acquisition Project Procedures* (IC1908) and *Development Project Procedures* (IC1912).

Using Professional Services: Grantees are required to retain professional services to complete certain portions of their project (1980 PA 299). All grantees receiving development grants 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 acceptable standards. For acquisition projects, the grantee will be required to retain a state-certified general appraiser to complete one or more appraisals. For all acquisition and some development projects, the grantee may need to hire a qualified environmental consultant to assist them in conducting due diligence, and if necessary, determining necessary due care actions regarding environmental contamination.

Project Completion: All projects are given two years for completion. The project period begins when the Project Agreement is signed by the grantee and executed by the DNR.

Proposed projects are reviewed and scored based on the information provided in the application; therefore, successful applicants are expected to complete the project in accordance with the approved application. However, sometimes it is necessary to make changes to the project as it is being implemented. Changes to your project, such as adding or deleting scope items or adding or reducing the acreage to be acquired, require prior Department approval and possibly MNRTF Board approval.

Payment of Grant Funds: All development grants are issued as reimbursement for expenditures. The Department **does not provide advance payment for approved development projects.**

Grantees must submit reimbursement requests, accompanied by the required documentation, to receive grant funds. For development projects, several reimbursement requests can be made over the course of project construction. Two options exist for acquisition projects: 1) Single reimbursement request made after the property is acquired, or 2) Escrow closing where the DNR provides funding for a portion of the project at closing.

Because grantees must initially cover the project cost and wait for reimbursement (except for escrow closing), applicants should ensure they have adequate funds available to initiate development projects, or in the case of acquisitions, to complete the purchase prior to reimbursement.

RESPONSIBILITIES FOLLOWING PROJECT COMPLETION

1. Retention and Use

Long-term grant obligations include keeping the land, facilities, and access ways open to the public at all appropriate times on equal and reasonable terms. Significant changes in the recreation use of the site, such as changing from passive recreation to active recreation, are subject to approval by the Department, and if appropriate, the MNRTF Board.

2. Operation and Maintenance

Sites acquired or developed with an MNRTF grant shall be operated and maintained as follows:

- The site shall have an entrance sign designating it open to the public. In addition, an official MNRTF sign must be installed in a prominent location.
- The site shall be maintained to be attractive and inviting to the public.
- Sanitation and sanitary facilities shall be maintained according to applicable health standards.
- The site shall be kept safe for public use. Fire prevention and similar activities shall be maintained for public safety.
- Facilities shall be kept open for public use at times appropriate to the type of area or facility.
- Non-recreational uses, such as cell towers and government offices, are prohibited.
- No more than 25% of boat slips or camp sites can be reserved by any one individual or group for an entire season. All reservations must be made through an open and competitive process. An exception to the 25% limit may be made if applicant can demonstrate need.
- Universal access features of the site must be maintained at all times to be accessible and usable by people with disabilities.

3. 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. **“Residents only” policies are not allowed for grant-assisted sites.**

Preferential membership and preferential annual permit systems are prohibited, with the exception that admission price and other fees may be based on residence. Nonresident fees shall not exceed twice that charged residents; where no resident fees are charged, nonresident fees may not exceed the rate charged residents at other similar facilities in the area open to the public.

4. Compliance Inspections

The Department 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. Grant recipients may be required to periodically self-inspect and self-certify the site if Grants Management staff is unavailable for inspection.

OTHER RECREATION GRANT PROGRAMS AVAILABLE

The Department of Natural Resources: The Department administers a number of grant programs aimed at providing or enhancing public recreation opportunities. Potential applicants are encouraged to explore these funding programs. Please visit our web site at www.michigan.gov/dnr-grants to review the Grant Programs booklet (IC 1950).

Other State of Michigan Departments: Other State of Michigan departments may offer grant opportunities that fit your community’s needs. Please visit the State of Michigan’s web site www.michigan.gov for additional information. Two departments that regularly offer grant funding for various types of projects are:

Department of Transportation

www.michigan.gov/tea

Department of Environmental Quality

www.michigan.gov/deg

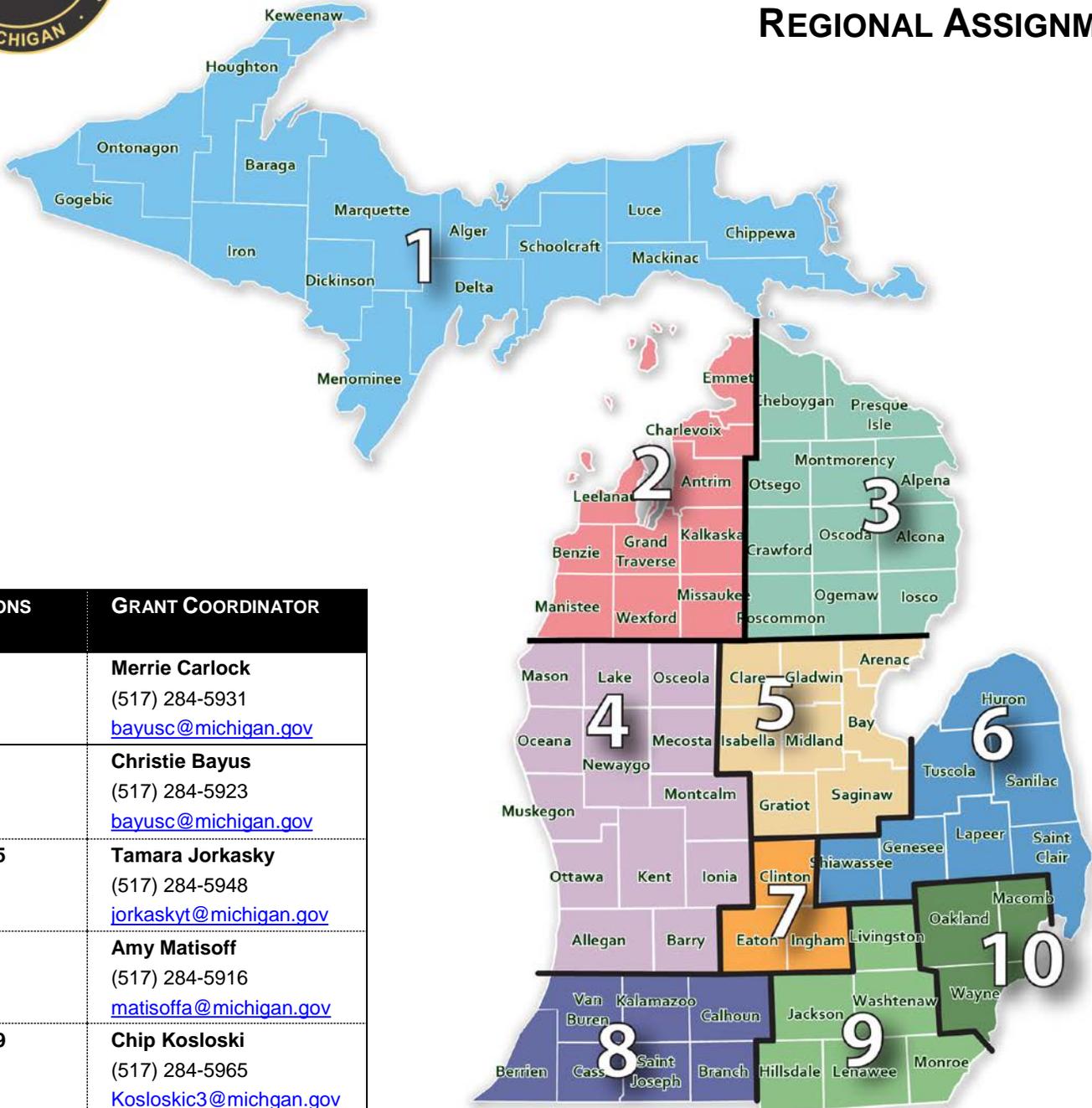
APPENDIX E: 2016 RECREATION GRANT REGIONAL REPRESENTATIVES



Keweenaw
(Isle Royale)

Michigan Department of Natural Resources

2016 RECREATION GRANT COORDINATORS REGIONAL ASSIGNMENTS



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

ADDITIONAL GRANTS MANAGEMENT CONTACTS

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

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

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

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

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

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

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

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

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

APPENDIX F: SAMPLE RESOLUTIONS

SAMPLE RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITHOUT DONATED FUNDS

WHEREAS, _____ supports the submission of an application titled, “_____” to the Michigan Natural Resources Trust Fund for _____ (acquisition/development) of _____ (project description) at _____ (location or park name); and,

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

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

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

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

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

_____ Dated: _____

Clerk

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

WHEREAS, _____ supports the submission of an application titled, “_____” to the Michigan Natural Resources Trust Fund for _____(acquisition/development) of _____(project description) at _____ (location or park name); and,

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

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

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

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

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

Total \$_____ (sum of donations)

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

AYES:
NAYES:
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by _____ of _____ at their regular meeting held on _____201_, at _____ p.m. in _____, with a quorum present.

_____ Dated: _____
Clerk

SAMPLE RESOLUTION – LOCAL SUPPORT FOR DNR MNRTF PROJECTS

WHEREAS, _____ supports the Department of Natural Resources' (DNR) submission of an application titled, "_____" to the Michigan Natural Resources Trust Fund for _____ (*acquisition / development*) of _____ (*project description*) at _____ (*location or park name*); and,

WHEREAS, the location of the proposed project is within the jurisdiction of _____ (*name of local unit of government*); and,

WHEREAS, the proposed project, if completed, will be a benefit to the community; and,

WHEREAS, with this resolution of support it is acknowledged that _____ (*name of local unit of government*) is not committing to any obligations; financial or otherwise.

NOW THEREFORE, BE IT RESOLVED that _____ hereby supports submission of a Michigan Natural Resources Trust Fund Application for _____, by the DNR.

AYES:
NAYES:
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by _____ of _____ at their regular meeting held on _____ 2013, at _____ p.m. in _____, with a quorum present.

Clerk

Dated: _____