



# Development Grant Project Procedures

Grants Management

IC1912 (Revised 09/08/2022)

GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
P.O. BOX 30425  
LANSING, MI 48909-7925

Phone: 517-284-7268

[DNR-Grants@Michigan.gov](mailto:DNR-Grants@Michigan.gov)

[Michigan.gov/DNRGrants](http://Michigan.gov/DNRGrants)

MiGrants online application website: [MiGrants.Intelligrants.com](http://MiGrants.Intelligrants.com)

## Table of Contents

Introduction .....	5
General MiGrants Information .....	5
Project Recommendation .....	6
Preparing for the Project Agreement .....	6
Progress Reports.....	7
Step 1: Project Agreements .....	7
Issuance of Project Agreements .....	8
Executing a Project Agreement .....	8
Submitting a Project Agreement .....	10
Step 2: Plans, Specifications and Bid Documents .....	10
Prime Professional.....	10
Development of Plans Specifications and Bid Documents (PSB).....	11
Purchasing Requirements.....	15
Submitting Plans, Specifications and Bid Documents.....	17
Step 3: Contractor or Vendor Selection .....	18
Submitting a Contractor or Vendor Selection Request .....	18
DNR Approval of Contractor or Vendor.....	19
Contractor or Vendor Changes.....	19
Contract Change Orders .....	20
Step 4: Reimbursement Requests.....	20
Preparing a Reimbursement Request.....	20
Documentation of Force Account Labor and Equipment .....	21
Documentation of Donated Labor or Materials .....	22
Submitting a Reimbursement Request.....	23
Project Changes and Amendments.....	25
Change to Scope Items .....	26
Changes to the Project Area .....	26
Project Period Extensions.....	26
Grant Withdrawal Requests .....	26
Post-Project Completion Obligation and Program Recognition .....	26
Program Recognition .....	27
Conversions .....	28
Appendix A: Map of Grant Coordinators' Regional Assignments .....	29
Appendix B: Example Resolution from Local Governing Body Accepting a Grant .....	30
Without other grants or donated Funds .....	30

With other grants or donated Funds ..... 31

Appendix C: Project Permitting and Legal Requirements ..... 32

    Permits ..... 32

    Accessibility for People with Disabilities ..... 33

    Playground Safety..... 34

Appendix D: Example of Contractor’s Application and Certificate for Payment ..... 35

Appendix E: Example of “As Constructed” Site Plan ..... 37

Appendix F: Example of Declaration and Notice..... 38

## Introduction

This booklet is provided to assist communities and their consultants in completing a development project that has been approved to receive a grant from the Michigan Department of Natural Resources (DNR) under the Michigan Natural Resources Trust Fund (MNRTF) program, Recreation Passport Grant Program (RP) or the federal Land and Water Conservation Fund (LWCF) program. The instructions found in this booklet should be thoroughly reviewed by the grantee, their consultant(s), and any other individuals responsible for the preparation of construction plans, specifications, bid documents, and reimbursement requests or who have oversight of the project.

The LWCF, MNRTF and RP programs are administered by DNR Grants Management Section within the DNR. The project has been assigned to a DNR grant coordinator within the office to help at each stage of the project to ensure its successful completion and long-term contribution to the state's recreation estate. Please contact the grant coordinator assigned to the region with questions during any stage of the project (contact information can be found in Appendix A).

### Timing/planning is Important

LWCF, MNRTF and RP development projects are given a two-year timeframe to be completed once a project agreement has been issued. While the issuance of project agreements will not always correspond most conveniently with construction seasons, projects are most likely to be completed on time if grantees plan on doing as much as possible before and during the first construction season within the project period.

Figure 1: Example of a grant project timeline

Action	MNRTF or LWCF	RPGP
<i>Project recommendation</i>	December 2021	December, 2021
<i>Begin to incur Prime Professional costs</i>	January 1, 2022	January 1, 2022
<i>Step 1: Project agreement</i>	June-September 2022 Tentative based on legislative or NPS approval	January-February, 2022
<i>Step 2: Plans, specifications and bid documents</i>	Fall, 2022	Spring, 2022
<i>Step 3: Contractor/vendor selection</i>	Winter, 2023	Summer or Fall, 2022
<i>Project construction</i>	Spring - Fall, 2023	Summer 2022-Summer 2023
<i>Step 4: Request grant reimbursement(s)</i>	Fall, 2023 Partial reimbursement may be requested once at least 25% of project construction expenses have been paid	Fall, 2023 Partial reimbursement may be requested once at least 25% of project construction expenses have been paid
<i>Project agreement expires</i>	June-September, 2024	January-February, 2024

## General MiGrants Information

MiGrants is the online grant system used to manage DNR recreation grants. MiGrants can be accessed at <https://migrants.intelligrants.com>. Training materials are available via the book icon on the top right, once logged in to the site. These MiGrants training materials include detailed system instructions for each required step mentioned in this booklet. More information about MiGrants, including registration instructions are available at: [www.michigan.gov/dnr/0,4570,7-350-79134\\_81684\\_79209\\_81886\\_92578---,00.html](http://www.michigan.gov/dnr/0,4570,7-350-79134_81684_79209_81886_92578---,00.html)

Within MiGrants, each community will need to designate an Authorized Official. The Authorized Official should be in a leadership position and have authority to sign on behalf of the community and legally commit to grant obligations. The Authorized Official and

anyone else who is added to the grant document in MiGrants will receive system generated e-mails when there is a status change and may also receive e-mails from the grant coordinators.

Do not reply to any email notifications from MiGrants. System messages will come from the e-mail address [noreply-migrants@michigan.gov](mailto:noreply-migrants@michigan.gov). A MiGrants email will be sent if additional information is required.

## Project Recommendation

When the grantee receives notification from the DNR that the project has been **recommended** for funding this means that the Michigan Natural Resources Trust Fund Board has recommended the MNRTF project for funding, or that the DNR director has approved the RP project for funding, or that the DNR director has approved the LWCF project for recommendation to the National Park Service (NPS). A formal grant offer is made via issuance of a project agreement. This process can take three to six months after recommendation.

## Preparing for the Project Agreement

While waiting for the DNR to issue the project agreement, there are several things the grantee can do to ensure timely completion of the project. These actions are slightly different for LWCF, MNRTF and RP projects.

### Prepare a legal description and boundary map of the project area

As soon as the project is recommended for funding, prepare a legal description and boundary map. These two items define the area encumbered by the project agreement. The grantee will be obligated to dedicate the project area to public outdoor recreation **in perpetuity** for LWCF and MNRTF and for the **life of the facilities** for RP. Refer to the project agreement chapter for boundary map and legal description requirements.

### Finalize any lease, easement, or use agreements

Complete this only if all or a portion of the project area is not owned by the grantee (MNRTF and RP only). The grantee must own or have sufficient control over the project area in order to construct and maintain grant-assisted facilities and operate the park area. While the LWCF program requires the grantee to own the property to be developed, under the MNRTF and RP programs the grantee may control the property through an easement, lease or use agreement, provided the terms of the lease, easement, or use agreement do not hinder the grantee's ability to comply with the terms of the project agreement. Leases and use agreements will normally only be allowed if they are a minimum 25 years in length and if the lessor is a regulated public utility or a unit of government legally constituted to provide public recreation. In addition, the lease must contain 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 grantee controls or will control any part of the property to be developed by means of a lease, easement, or use agreement, request written DNR approval of the terms at this time. All easements, leases or use agreements must be executed, and uploaded with the project agreement in MiGrants before the DNR can execute the project agreement.

### Make sure local matching funds are in place

LWCF, MNRTF and RP are cost reimbursement programs. At this time, the grantee should allocate the funds for engineering, permits, and project construction.

### Retain the services of a Prime Professional

For projects with a total cost of \$15,000 and over, grantees must secure the services of a "Prime Professional" to design the project and oversee construction. See Step 2 for requirements on the Prime Professional.

### Prepare plans, specifications, and bid documents

Beginning in January, after a project has been recommended for a grant, the grantee may begin to incur costs associated with the preparation of plans, specifications and bid documents for the project. Please note these expenses are at your own risk. If such expenses are determined to be eligible, reimbursement will not occur until after the project is under construction.

Once the project agreement is fully executed, all plans, specifications and bid documents must be submitted in MiGrants and approved by the grant coordinator prior to advertising for bids or quotes. Contracts cannot be awarded, and materials cannot be purchased until the grant coordinator has approved project plans, specifications, and bid documents AND the proposed contract awards or vendor purchases. Construction and demolition costs and purchases for the project must occur after the project agreement is executed to be considered eligible for reimbursement. See Step 2 for requirements on Plans, Specifications, and Bid Documents.

### Begin securing required permits

To avoid delays to the project, begin securing all required permits as soon as the project has been recommended for funding. Please bear in mind that only those costs associated with obtaining permits incurred during the project period are eligible for reimbursement. See Appendix C for a list of permits that may be required. Grantees are responsible for obtaining the necessary permits for the project.

### Progress Reports

Once the grant agreement is fully executed, the grantee must submit a progress report to the DNR every 180 days during the project period. An email and MiGrants notification will be sent to the Authorized Official, Agency Staff, and Prime Professional when the progress reports are due.

### DNR reporting of fiscal year expenditures

The DNR is required by law to report all expenditures within each fiscal year, which ends Sept. 30. This means that in August an email and MiGrants notification will be sent requesting a progress report, including an end of fiscal year financial estimate. Estimate as closely as possible to all project expenses made or expected between Oct. 1-Sept. 30 of that fiscal year including design fees for the Prime Professional which will be charged to the grant.

## Step 1: Project Agreements

The project agreement details the responsibilities of the DNR and the grantee in completing the project and maintaining it over time. Upon its execution -- signed by both the Grantee and the DNR -- it is a legally binding and enforceable contract. As noted previously, a community that has been recommended to receive a grant has not been made an official grant offer until a project agreement is issued. That grant offer is considered accepted when the agreement is executed.

Project agreements are developed by the DNR and are non-negotiable. They define the following:

- The timeframe for project completion, which is two years from the date the grant is approved by the legislature for MNRTF, NPS for LWCF and the DNR director for RP. This is commonly referred to as the “project period.”
- The maximum grant amount and reimbursement rate based on the approved grant application.
- The “project facilities” or the scope of the development project based on the approved grant application.
- The “project area” or the park or geographic area to be developed with grant assistance.
- The reimbursement process and requirements, including the deadline for submitting a final reimbursement request.
- The contracting and purchasing procedures.
- The steps in project completion that require prior DNR approval, such as approval of plans and specifications and changes to the project scope.
- The grantee’s obligations to ensure the project meets all local, state and federal laws and regulations, including state and federal barrier-free accessibility requirements.
- The grantee’s obligations to comply with civil rights regulations in hiring and contracting for the project and also in providing public access to the project facilities and area to all.
- The grantee’s long-term obligations to:

- Maintain the project area and facilities.
- Keep the project area open to the general public.
- Keep the project area in public, outdoor recreation use in perpetuity for MNRTF and LWCF or for the life of the facility for RP.
- Maintain a program recognition plaque.
- The DNR’s rights in response to violation of the project agreement, including termination of the agreement and requiring the grantee to repay grant funds received and to pay damages.

## Issuance of Project Agreements

Project agreements are issued to grantees via MiGrants within approximately 30 to 60 days of grant funding being made available to the DNR (MNRTF/RP) or notification by NPS that an application has been approved for funding (LWCF). Within 60 days of issuance of the project agreement, grantees must submit the project agreement documents in MiGrants. The project agreement can be downloaded on the project agreement page of the grant in the MiGrants system.

## Executing a Project Agreement

Signed project agreements and supporting documents are submitted in MiGrants. The following sections describe the supporting documentation.

### Boundary map of the project area

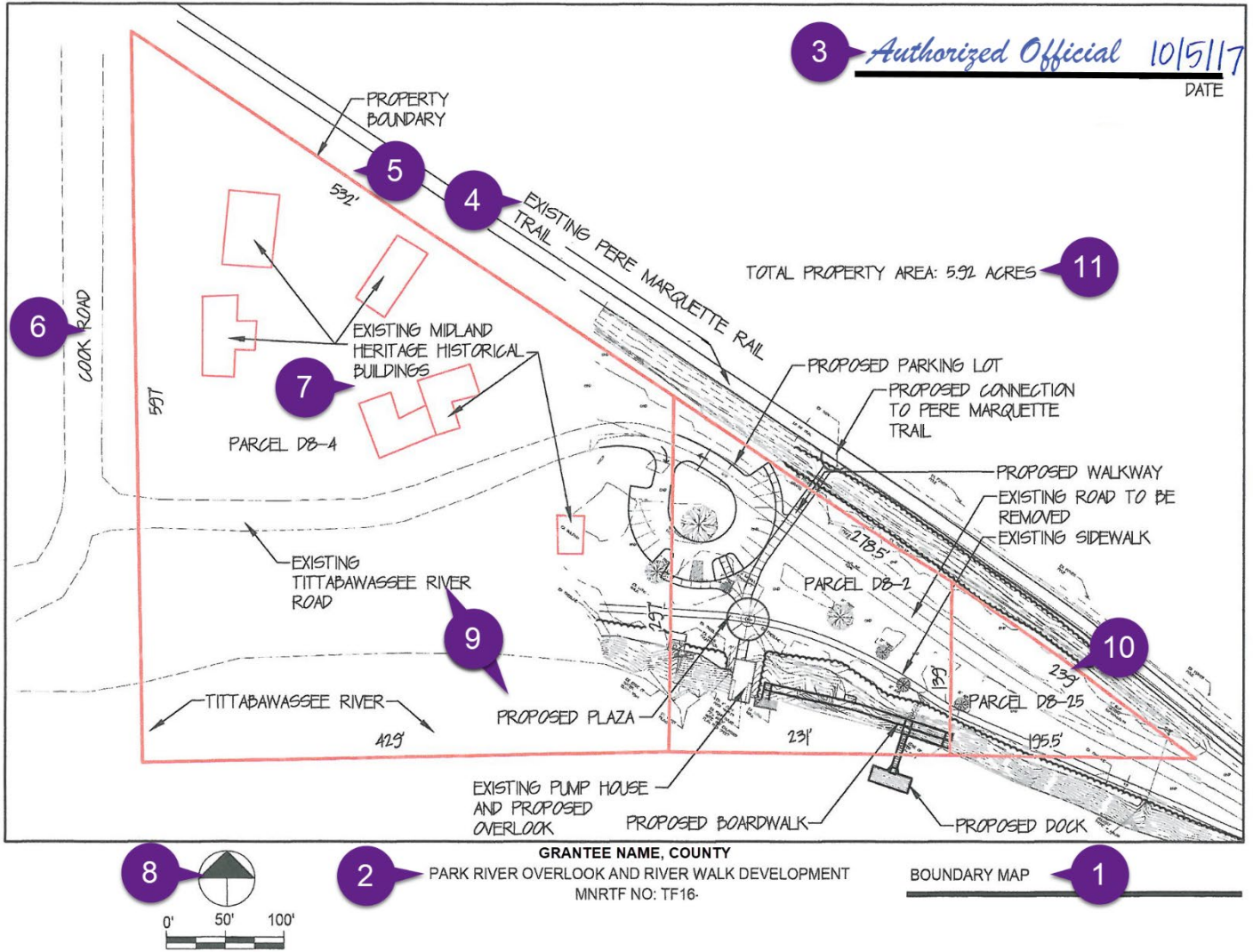
The project area is usually the entire park in which the development is to occur. However, there are times when uses other than public, outdoor recreation exist or are planned for a portion of the park. Examples include cell towers, fire stations and community halls. Areas of existing or planned uses other than public outdoor recreation must be excluded from the legal description and from the project area. If the project area is proposed to be less than the entire park, the project area must be sufficient in size to support the facilities constructed, buffer those facilities from non-recreation uses that may negatively impact their use and enjoyment, and include adequate access and parking. If the project area is less than the entire park or different from that proposed in the application, DNR approval is needed prior to execution of the project agreement. Boundary maps must match the legal description and clearly define the boundary of the area to be encumbered. The following must be included on the boundary map. See Figure 2 for an example.

1. Clearly labelled “Boundary Map” (MNRTF or RP) or “6 (f) (3) Boundary Map” (LWCF only).
2. Grantee name, project name, grant number, and name of county.
3. Signed and dated by the legally authorized representative of the grantee.
4. Adjacent land uses.
5. The project boundary area must be **outlined in red**, and easements must be outlined in green.
6. Permanent landmarks such as streets and water bodies.
7. The location of any environmental intrusions and easements on or adjacent to the park site. Examples include road right of way, overhead wires, railroad tracks and utility substations. Intrusions and easement may be shown on a separate map from the boundary map if this provides for a more legible end product.
8. A north arrow.
9. Facilities clearly labelled as either existing or proposed (as part of this grant).
10. Dimensions of the boundary lines, or lots lines if those are included within the legal description.



11. Total acreage.

Figure 2: Example Boundary Map



Legal description of the project area

The legal description defines the park or geographic area to be developed with grant assistance. The legal description can be an excerpt from the original deed to purchase the property or a formal survey, but in either case must match the boundary map. If any portions of the project area are to be excluded due to non-recreation uses, the legal description must reflect these deletions and describe only the actual project boundary. Label the legal description page with the grantee’s name, county name, project name and grant number. Additional site control documentation that may be required are as follows:

- Road right-of-way (ROW) – For trail projects located within a road right-of-way, the grantee must secure a written correspondence from the Michigan Department of Transportation MDOT or the road commission/city/village that has control of the road approving of the development in their right-of-way.
- Lease, easement, or use agreement – For MNRTF/RP, ensure that the grantee has received written approval from the DNR prior to submitting these executed documents with the project agreement.
- Fee simple site control – Where necessary, take the final steps to obtain fee simple site control and provide the deed(s) with the project agreement documents.

## Resolution

The local governing body must pass a resolution accepting the terms of the agreement and to commit to the match. Templates for the resolution are provided with the agreement and included in this booklet in Appendix B. The DNR will not execute the project agreement without a proper resolution by the local unit's governing body accepting the grant and committing to the local match and the terms of the agreement. The resolution must include the name of the project and the grant number. The resolution must be certified to verify its authenticity.

## Grantee's representative

The person designated as the grantee's representative should be available to handle the day-to-day authority for the project and routinely interact with the grant coordinator. They do not need to be the same person who signs the agreement; however, they should be authorized to handle all routine correspondence pertaining to project completion. They must be registered in MiGrants and added to the grant document.

## Submitting a Project Agreement

The project agreement and supporting documents must be submitted in MiGrants. The training manual in MiGrants includes steps for submitting the project agreement.

The Authorized Official must change the status of the grant document to submit for DNR review. Agreements are generally executed by the DNR within two weeks of the DNR receiving all the required materials. A MiGrants email will be sent when the DNR has approved the project agreement.

It is important to note that the two-year project completion timeframe (the project period) begins when the project agreement is issued. Project agreements must be executed (by both parties) prior to incurring project costs, including matching funds, with the exception of limited engineering costs. Delays in executing the project agreement will reduce the amount of time available for completion of the project.

## Step 2: Plans, Specifications and Bid Documents

Plans, specifications, and bid documents (PSB) are required for all grant projects and are required to be reviewed and approved by DNR before advertising for bids or seeking quotes. The development of PSB must comply with the project agreement entered into by the state of Michigan and the grantee and with all applicable federal, state, and local laws and rules. **For LWCF projects**, the requirements of the Uniform Administrative Requirements for grants and cooperative agreements to state and local governments (43 CFR Subtitle A, Subpart C) supersede state and local laws and rules when in conflict. The PSB package must be submitted in MiGrants and approved by the DNR prior to the beginning of construction. For projects with a total cost of \$15,000 and over, sealed plans, specifications and bid documents (PSB) must be prepared by a Prime Professional. LWCF projects, must follow the Build America, Buy America Requirements. See below in Development of Plans Specifications and Bid Documents section for more information.

## Prime Professional

The only professions which can act in the Prime Professional role are a licensed architect, licensed professional engineer or licensed landscape architect. This professional must have an active license in the State of Michigan. Grantees may use their own staff for these tasks if they have a qualified, State of Michigan licensed professional staff available. A construction manager is not considered a Prime Professional and their fees are not eligible for reimbursement. Prime Professionals cannot also be a contractor or vendor who bid on the construction contract or provide materials or products for the project.

The Prime Professional will provide all planning services necessary for the design and construction of the project and will be required to certify that all work was completed satisfactorily. Their responsibilities include, but are not restricted to, site surveys and analysis, design and design calculations, plans and technical specifications, contract documents, construction stake out, construction oversight and inspection, contract administration, reimbursement review submission, and final on-site inspection. Professional fees

for this work are a reimbursable expense under the grant up to 20% of the construction cost at the grant percentage of the project agreement.

The process used for selection of a Prime Professional does not require approval from the DNR, nor does the choice of the Prime Professional; The Prime Professional Services Certification page will be completed by the grantee and the Prime Professional for submittal of plans, specifications and bid documents in MiGrants.

### Development of Plans Specifications and Bid Documents (PSB)

The Prime Professional prepares the plans, specifications, and bidding documents. The form these documents take depends on the scope items included in the project; their cost; whether they are constructed or purchased; and, if constructed, whether through contract, by force account labor or by volunteers. The Prime Professional is also responsible for overseeing construction through completion of the project and must conduct a final inspection to certify that all aspects of the project were constructed according to approved plans and specifications.

**For LWCF projects, effective as of January 13, 2023, grantees are required to follow the Build America, Buy America requirements,** as required by Section 70914 of the Bipartisan Infrastructure Law, none of the funds under a federal award that are part of Federal financial assistance program for infrastructure may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, The requirements of this section must be included in all contracts and purchase orders for work or products under this program. Recipients of an award of Federal financial assistance are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

1. all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
2. all manufactured products used in the project are produced in the United States —this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
3. all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project, but are not an integral part of the structure or permanently affixed to the infrastructure project.

#### *Definitions*

“Construction materials” includes an article, material, or supply that is or consists primarily of:

- non-ferrous metals;
- plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);
- glass (including optic glass);
- lumber; or
- drywall.

“Construction Materials” does not include cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives.

“Domestic content procurement preference” means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

“Infrastructure” includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

“Project” means the construction, alteration, maintenance, or repair of infrastructure in the United States

If the contract includes the purchasing of some items, the specifications may reference a specific company’s product; however, a phrase such as “or approved equal” must be inserted into the specifications by each product reference to allow for the purchase of similar items from other companies. The plans must indicate where the purchased items are to be installed and include the support facilities needed to make them useable, such as access routes and surfacing for play equipment, or abutments and approaches for bridges. All purchases to vendors are awards of work to contractors must be approved by the grant coordinator, regardless of cost.

In preparing the plans, specifications and bid documents, the entire project may be within a single contract or split the project into multiple contracts. In most cases an entire scope item must be included in a single contract and, for most projects, no more contracts than the number of scope items will be allowed. **For LWCF projects**, exceptions will be made if adherence to these guidelines would impede your ability to take all necessary affirmative steps to assure that disadvantaged business enterprises such as minority firms, women’s business enterprises and labor surplus area firms are used (see the additional contract/purchasing requirements listed below).

If combining scope items from more than one grant project in a single contract or include items that are not part of the grant-assisted project, the PSB documents must clearly specify which costs are associated with which grant, and/or which costs are not part of a grant-funded project in the bid documents and when submitting reimbursement requests. It is the sole responsibility of the grantee to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits. The DNR recommends against advertising the bid before all permits are in place. Costs associated with obtaining permits for construction activities must be incurred during the project period to be eligible for reimbursement. The grantee is responsible for completing construction to all applicable local, state and federal codes, as amended. Each scope item should be designed to, at a minimum, meet the Americans with Disabilities Act (ADA) of 2010, as amended, or the 2013 Access Board’s Final Guidelines for Outdoor Developed Areas (ODA). A list of permits and laws which may apply to the project that is provided in Appendix C. This list is not comprehensive.

A typical PSB document would, at a minimum, include the following items:

## Plans

- Project name and grant number (minimum on the cover sheet).
- Address of site (required) and location map (recommended) at a minimum on the cover sheet.
- Grantee’s name and contact information (minimum on the cover sheet).
- Prime professional(s) name(s) and contact information (minimum on the cover sheet) and identifying which scope of work they are responsible for where more than one prime professional is working on a project.
- Seal of Prime Professional on the cover page, signed.
- Table of contents (minimum on the cover sheet).
- North arrow, legend, graphic and written scale on every plan sheet.
- Miss DIG (811) and contact information for utilities.

- Information about permits or special requirements specific to the site and/or project.
- All plan sheets should clearly delineate and identify existing features in the project area versus proposed features, construction boundaries and delineation of work such force account versus construction by contract.
- The organization that is responsible for purchasing/installing scope items should be identified on the plans. For example, if the grantee intends to purchase and install benches that should be labelled on the appropriate plan.
- Typical drawing sheets may include a few or all of the following sheets as separate sheets or a single sheet depending on the complexity of the project.
  - Cover sheet
  - Existing conditions
  - Demolition
  - Grading plan and Soil Erosion and Sedimentation Control (SESC)
  - Site and layout plan
  - Floor plan (buildings)
  - Building elevations (buildings)
  - Utility plans (water, storm, sewer, electrical, lighting and photometrics, mechanical, plumbing)
  - Landscaping and irrigation
  - Construction details

### Specifications

- Table of contents.
- General and Supplemental Conditions
- Build America, Buy America requirements
- Technical specifications relevant to project scope items. Specifications must not be written as a means to exclude competition.
- Where specific products are called out, there must an “or approved equal” clause.

### Bid document

- Project name and grant number.
- Site address.
- Grantee’s name and contact information.
- Prime Professional(s) name(s) and contact information and identifying which scope of work they are responsible for where more than one prime professional is working on a project.
- Seal of Prime Professional on the cover page, signed.
- Table of contents.
- Advertisement for bids including:
  - Description of project
  - Statement that says which grant funding source is being used for the project and relevant state or federal

requirements apply

- Statement that the contractor and all subcontractors must comply with all requirements of 1976 PA 453 (Elliott-Larsen Civil Rights Act), the 1976 PA 220 (Persons with Disabilities Civil Rights Act), and Executive Directive 2019-09, as amended. In accordance with these laws, all contracts the grantee enters into must contain a covenant by the contractor and any subcontractors not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the individual's ability to perform the duties of a particular job or position.
- Contact information
- Where to view bid documents
- When and where bids are due
- Instruction to Bidders.
- Bonds and Insurance Requirements
- Bid Form.

#### Itemized cost estimate

This estimate should be detailed, based on current construction cost estimates, and reference the scope items as they appear in the project agreement. If the grant project will be combined with other projects, make sure to **break the estimate into grant eligible and ineligible items**. If the project will be broken down into several bid packages, the cost estimates should still include the entire project cost. List all costs associated with each scope with that scope item as called out in the project agreement.

#### Project implementation schedule

The schedule should list the major steps the grantee will take toward completing each scope item and the projected completion date for each step. The common steps that should be included in all schedules include the following; however, additional steps unique to the specific project can also be included in the schedule:

- Complete plans, specifications and bid documents and submit to DNR for approval
- Secure permits
- Advertise for bids/quotes award
- Award of construction and purchase contracts and notify DNR of contractor/vendor selection
- Begin construction/procurement
- Complete construction/procurement
- Submit reimbursement request to DNR

This schedule must demonstrate that the project will be completed within the project completion period included in the project agreement. An example implementation schedule is included in Figure 3. The example is in table form; however, charts, graphic timelines or narratives are acceptable.

Figure 3: Example Implementation Schedule

<b>Project #:</b> _____		<b>Project Title:</b> _____					
<b>Grantee:</b> _____		<b>Date schedule was prepared/updated:</b> _____					
<b>Project Completion Period (from project agreement):</b> _____							
<b>Final Reimbursement Request Deadline (from project agreement):</b> _____							
SCOPE ITEM	Complete Plans and Specifications and Submit to DNR for Approval	Secure Permits	Advertise for Bids/Quotes	Award Construction and Purchase Contracts and Notify DNR of Contractor or Vendor	Begin Construction and Procurement	Complete Construction or Procurement	Submit Reimbursement Request to DNR
<b>PHASE 1</b>							
Picnic Shelter	October 2022		November 2022	February 2023	March 2023	June 2023	October 2023 (First Request)
Picnic Tables	October 2022		April 2022	May 2023	June 2023	June 2023	
Walkways	October 2022		November 2022	February 2023	June 2023	August 2023	
Fishing Dock	October 2022	November 2022	November 2022	February 2023	June 2023	August 2023	
<b>PHASE 2</b>							
Landscaping	January 2023		February 2023	Spring 2023	Early Fall 2023	Spring 2024	July 2024 (Second and Final Request)
Restroom Building	January 2023	February 2023	February 2023	Spring 2023	Early Fall 2023	Spring 2024	

## Purchasing Requirements

### Construction by force account or volunteer labor

For projects that will be constructed by the grantee’s own staff (force account) or with volunteer labor, plans and specifications are still required and they must be completed by a prime professional for projects with a value of \$15,000 and over. The PSB package must be submitted in MiGrants and approved by the DNR prior to advertising for bids or quotes or beginning any construction.

### Purchasing materials and labor

Sometimes the grantee may wish to purchase items for the project directly rather than through a Contractor. The procedures the grantee must follow in making direct purchases depend on the dollar amount of the purchase. Items that would normally be purchased together, such as multiple identical items (six grills) or items typically made by the same manufacturer (tables and benches), under most circumstances must be purchased together. Requirements to bidding or obtaining quotes are still required for materials purchased in this manner.

### State requirements for direct purchase, quote and bids

The total cost of a purchase or contract determines whether state purchasing requirements allow it to be purchased directly, by quote or through a public bid. The project can be broken down into multiple packages or items such as amenities can be directly purchased by the grantee. However, the grantee should keep in mind they will be taking on additional responsibility to manage more contractors/vendors. Also, if the grantee makes multiple direct purchases from the same vendor the total must stay under \$5,000; otherwise, the Grantee must secure three quotes.



**Under \$5,000.** When a direct purchase price/contract award has a total cost under \$5,000, submit manufacturer's specification sheets for DNR approval prior to making the purchase. When applicable, manufacturer's specification information may be taken from a catalog.

**\$5,000 to \$50,000.** If the total purchase price/contract award is between \$5,000-\$50,000, the grantee must submit to the DNR (prior to purchase) the contractor/vendor selection and quotes from at least three different companies. **Items must be purchased from the company offering the lowest price.** If soliciting quotes, submit the PSB to the DNR for approval prior to solicitation. Bid documents containing manufacturer's specifications sheets must include the phrase "or approved equal" to allow for the purchase of similar items from other companies. At least three written quotes must be solicited, and the purchase must be made from the lowest bidder. Award or purchase requests must be submitted and approved by the DNR prior to award or purchase.

**Over \$50,000.** If the item(s) or work to be purchased costs over \$50,000, the grantee must conduct open, publicly advertised competitive bidding. Bid requests should be advertised in a public location for 14 calendar days, if possible. Advertisements should be placed in locations typically reviewed by contractors or vendor and include plan rooms or similar venues such as Construction Association of Michigan, Dodge Report, Michigan Intergovernmental Trade Network. The DNR may request documentation of advertisement efforts. Specifications based on a specific company's product **must include a phrase such as "or approved equal"** to allow for the purchase of similar items from another company. Performance specifications based on a fixed dollar amount may be used. Plans that include the purchased item(s) and/or their support facilities, specifications and bidding documents must be approved by the DNR prior to advertising the bid. The award must go to the lowest qualified bidder and be submitted for DNR approval prior to award.

At the completion of the project, the Prime Professional will be required to certify that purchased/constructed items are acceptable for their intended use, and that they have been assembled and installed correctly, whether by a contractor, force account labor or volunteers.

#### Additional contract/purchasing requirements for all projects

- The grantee must maintain written records of the contracting process, and upon request of the DNR, submit documentation that the guidelines set forth in this document were followed.
- Awards cannot be made to a contract or subcontract to an employer whose name appears in the Michigan Debarred Vendor List or Federal Debarred Vendor List compiled by the Michigan Department of Technology, Management and Budget pursuant to Sections 261 and 264, MCL 18.261 and 18.264, 1980 PA 278 (State Contracts with Certain Employers Prohibited). Awards cannot be made to a contractor or subcontract to a supplier who appears on the Unfair Labor Practice Register.
- Sometimes bid documents are prepared containing alternates. In preparing bid documents, prioritize alternate work carefully. This requirement is meant to minimize manipulation of the bid to award to a specific bidder.
- Occasionally situations arise in which it is necessary or highly desirable to purchase an item from a specific vendor or hire a particular contractor without going through the competitive bid or quote solicitation process. While the DNR does not generally approve using sole source providers, there may be situations in which their use is acceptable. For example, a distinct type of bench was previously purchase for a park and the grantee wishes to add additional identical benches. The grantee must obtain written approval from the DNR prior to contracting with a sole source provider by submitting a written request to the grant coordinator. Include cost estimates and a justification for using this procedure with the request.
- Vendors cannot act as the Prime Professional and also bid on a project.
- Joint buyer programs that allow for units of government to secure contractors without bidding are not allowed.
- Existing local contracts such as county road commission aggregate material contracts may be used with DNR advance permission. The state of Michigan's extended purchasing program, [MiDeal](#), may be used.
- Local contractor/vendor preferences are generally not allowed. Award must be based on state purchasing requirements.



- State and federal wage rate requirements:
  - Federal Davis-Bacon Wage Rates- Compliance with the federal Davis-Bacon Act (40 USC 276a to 276a-7) is not required for LWCF, MNRTF or RP projects unless the project is being constructed on federal land.
  - Prevailing wages is not required for LWCF, MNRTF or RP projects.
- For LWCF projects, and in accordance with 43 CFR Subtitle A, Subpart C, the grantee must take all necessary affirmative steps to assure that disadvantaged business enterprises, such as minority firms, women’s business enterprises and labor surplus area firms are used when possible. Affirmative steps shall include:
  - Placing qualified small and minority businesses and women’s business enterprises on solicitation lists.
  - Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources.
  - Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women’s business enterprises.
  - Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business and women’s business enterprises.
  - Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
  - Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

### Submitting Plans, Specifications and Bid Documents

After the project agreement has been executed the Authorized Official may initiate a project construction document, or PSB document, for their grant in MiGrants. The training manual in MiGrants includes steps for initiating and submitting the PSB document. Plans, specifications and bid documents must be approved by the grant coordinator **prior to advertising for bids or quotes**. The grant coordinator must authorize all awards or purchases in advance. Costs associated with the construction of the project must occur after the project agreement is executed, the PSB is approved, and the contractor/vendor award is authorized by the DNR to be considered eligible for reimbursement.

Grantees should submit the PSB documents to the DNR within 180 days of project agreement execution, and at least 90 days prior to the beginning of construction to allow for adequate time for review and advertising for bids. Plans and specifications for all items in the approved project scope must be submitted in MiGrants, in a single packet or multiple packets. Allow a minimum of 30 to 60 days for review and approval from the grant coordinator in the project timeline.

The DNR’s review of the PSB documents will be limited to verification by the grant coordinator that the work to be performed conforms to the approved list of project items as defined in the signed project agreement and to verify that accessibility requirements were used in designing facilities. The DNR’s approval of the PSB documents does not indicate that the plans meet engineering or architectural standards or barrier-free accessibility requirements. The Grantee is solely responsible for ensuring the plans and the final project meet engineering standards and all appropriate federal, state and local requirements, including compliance with state and federal barrier-free accessibility requirements. A list of requirements which may apply to the project that is provided in Appendix C. This list is not comprehensive.

Follow the steps for submitting the PSB documents in MiGrants. Some items of special note for uploads and pages in MiGrants are discussed below.

#### [Checklist for Submission page](#)

Answer the questions on the page and fill out the scope item chart indicating the accessibility guidelines, construction by force account or contract, and if there is a change from the application. If the proposed project has changed since the application, provide a justification. The changes may need to be approved by the grant coordinator or the grant program manager prior to approval of the PSB documents. The changes may require a project agreement amendment request.

**Required uploads** include sealed plans, sealed specifications, bid documents, a cost estimate, and an implementation schedule.

**Grantee and Prime Professional Certification.** Both the Authorized Official and the Prime Professional who sealed the plans need to certify this page. After checking the certification check box and saving the page, the Authorized Official or Prime Professional's name will appear with the date of certification. By certifying this page, the grantee is certifying that the Prime Professional and other professional services contractors (such as a playground equipment vendor) will supervise the construction, assembly, and/or installation of equipment to ensure adherence to the plans and specifications and all applicable engineering standards.

#### [Professional Services Certification page](#)

The project title, DNR project number, project county, and total project cost will automatically populate. To complete this page, the prime professional completes the "portion of project" and "registration # and state" boxes on the page. The portion of project may be the entire project, or a list of scope items. Both the Authorized Official and the Prime Professional who sealed the plans need to certify this page. After checking the certification check box and saving the page, the Authorized Official or Prime Professional's name will appear with the date of certification.

#### [Additional Professional Services Page](#)

This page is optional and should only be filled out if more than one Prime Professional is assisting with this set of project construction documents. Do not open this page or fill it out if one prime professional is completing the entire project.

#### [DNR approval of PSB documents](#)

The Authorized Official must change the status of the PSB document to submit for DNR review. Upon DNR approval of the PSB documents, the Grantee and Prime Professional may advertise bids, or solicit for quotes. Force account or volunteer labor may begin. A MiGrants email confirmation will be sent when the DNR has approved the plans, specifications and bid documents. If the PSB is not approved, a MiGrants email will be sent, and a list of missing items will be noted on the Checklist for Submission page. The local agency is then responsible for making the changes to the PSB so it can be approved for advertisement according to the grant coordinator review.

### Step 3: Contractor or Vendor Selection

The DNR must concur with the choice of contractor or vendor for any contract or purchase of \$5,000 or more. The award must go to the lowest qualified bidder. Complete the Contractor/Vendor Selection & Bid Tabulation page in MiGrants and upload the bid tabulation, bid proposal and any other relevant documents to request DNR approval of the contractor or vendor selection. Multiple contractors or vendors can be awarded under one bid package, only when a single bid package is clearly written and broken down to allow for award to multiple contractors. In most cases each contract award or vendor selection will require its own separate PSB document. A bid that is written as if for one contractor cannot be split between multiple bidders in an a' la carte manner. If more than one contractor or vendor is being awarded under one bid package, use the ADD button on the Contractor/Vendor Selection & Bid Tabulation in MiGrants to create a new page. Submit one page per contractor or vendor.

#### Submitting a Contractor or Vendor Selection Request

##### [Contractor Selection page](#)

**Contractor/vendor.** Provide the name of the contractor or vendor being chosen.

**Contract amount.** Provide the amount of the contract. The contract amount must match the bid tabulation and bid proposal for that contractor. Any discrepancies should be noted and justified. If more than one grant is included under the same contract or if non-grant items are included in the contract, only provide the amount of the contract which is being awarded for this grant. If the contract includes non-participating work not supported by the grant, only the sub-total amount for work which is participating, or grant supported should be entered.

**Project Scope Item.** Check all the scope items included in this contract.

## Bid information

**Bid Tabulation.** Upload a copy of the bid tabulation which includes the names of all bidders, itemized product costs (if provided), and total project cost for each of the bidders. If quotes were obtained, upload an itemized summary of all product costs for each of the vendors. At least 3 bids or quotes are required.

**Bid Proposal.** Upload a copy of the bid proposal or quote for the contractor or vendor being chosen

**Other Documents.** This is an optional upload area, which may include a Prime Professional recommendation letter.

## Bid justification

**Qualified Low Bid.** Provide justification for rejecting a bid or disqualifying a bidder. Approval from the DNR is required prior to awarding the contract.

**Bid Proposal Costs Exceed Estimates.** Negotiations with just one contractor or vendor are not allowed. There are a number of options to pursue when the bid proposals come in higher than the estimated costs. **Notify the grant coordinator for approval of the proposed actions and which of the options below are being pursued.**

- Alter the plans and/or specifications (see the Project Changes and Amendments chapter) and either re-advertise for bids or issue a post-bid addendum to all bidders.
- Divide the contract into smaller contracts and re-advertise for bids. Remember that no more contracts than the number of scope items are generally allowed.
- If sufficient time remains in the project period, wait until market conditions are more favorable and re-advertise the bid.
- If the bids are based on unit pricing, determine the low bidder following alteration of the plans and/or specifications (see the Project Changes and Amendments chapter). Using this method to manipulate the bid with the goal of awarding the contract to a specific bidder is unacceptable and will not be approved.

## Low response

At times, a very low number of bids or quotes are received. In this situation, the grantee should rebid the contract or solicit more quotes. If there are circumstances that will prevent the grantee from receiving better results, submit justification for awarding the contract, including a description of the efforts you took to advertise for bids or solicit quotes. Approval from the DNR is required prior to awarding the contract.

## DNR Approval of Contractor or Vendor

The authorized official must change the status of the PSB document to submit for DNR review. Upon DNR approval of the contractor or vendor, the grantee may enter into a contract or order products from the vendor. A MiGrants email will be sent when the DNR has approved the contractor or vendor.

## Contractor or Vendor Changes

After initial DNR approval of a contractor the Authorized Official may change the status of the PSB document to submit additional contractors or a contractor change. Once the status is changed, the ADD button will re-appear on the Contractor/Vendor Selection & Bid Tabulation Page. Complete a page for each additional contractor or vendor. Use the notes section to describe the reason a previously approved contractor or vendor is no longer being used. The Authorized Official must change the status of the PSB document to submit for DNR review. A MiGrants notification will be sent when the DNR has approved the contractor or vendor change.

## Contract Change Orders

The grantee is required to notify your grant coordinator for changes to the approved plans and specifications. All contract change orders require prior DNR approval to ensure that proper procedures are being followed and that the project has not changed significantly from that proposed. These should be submitted before execution and accompanied by a written description of the change.

When a contract change order along with an “as constructed” plan does not adequately describe the alteration of the project for the purposes of a final inspection, revised plans and specifications, sealed by the prime professional must also be submitted.

## Step 4: Reimbursement Requests

Development grants under LWCF, MNRTF and RP are made strictly on a reimbursement basis. This means that the grantee incurs the costs and then requests reimbursement for those costs.

- The reimbursement amount is based on the percentage stated in the project agreement up to the amount of the grant award. For example, if the grant was awarded based on 75% of the total cost of the project, the reimbursement rate would be 75% of the eligible expenditures. If the expenditures are in excess of what is required to earn the full grant, the grantee will only earn the grant amount. The grantee is solely responsible for all cost overruns. Grant amounts cannot be increased.
- Payments are processed up to a maximum of 90% of the total eligible expenditures or 90% of the grant amount, whichever is less. Release of the final 10% is dependent upon satisfactory completion of a Final Compliance Onsite Inspection Report and an audit of the financial information by the DNR Finance and Operations Division.
- Complete and submit the first reimbursement request when a minimum of 25% of the project is complete. Additional requests may be submitted at any time but should be limited to a total of four during the life of the project. If the reimbursement request includes only engineering costs and no contract has been awarded, no payment will be made until a contract has been awarded and construction has begun.
- Submitting one reimbursement request - a “first and final” - upon project completion is permitted; however, it is not recommended. For projects under \$15,000, only one reimbursement request will be processed. With this process, the grantee will be paid 80% of the grant amount or eligible expenditures earned following a review and approval of the request. An additional 10% will be released upon approval of a final inspection. The release of the final 10% will then be dependent upon satisfactory outcome of a final financial audit.

## Preparing a Reimbursement Request

A complete request for reimbursement must include the following:

- Copies of the front and back of canceled checks for all expenditures. The copies must document that the check has cleared the bank. If canceled checks are no longer provided by the bank, include a copy of the non-negotiable check and a copy of the bank statement which indicates the check cleared the bank.
- Copies of invoices (not purchase orders or statements). The invoices must include a precise description of the items or services provided. It must be clear from the description how the items or services relate to completion of one or more of the project scope items.
- Copies of Contractor Application for Payment form (AIA), including all continuation sheets. See example in Appendix D.
- All applicable contract change orders.
- Documentation of force account labor and equipment (see below).
- Documentation verifying the amount and value of donated labor and/or materials (see example in Figure 4).

## Documentation of Force Account Labor and Equipment

### Salaries and wages

This information must be submitted with the request for reimbursement when a local unit of government is using its own employees to construct all, or part of a project funded by a recreation grant (force account labor):

- A list that includes (see Exhibit A):
  - The name(s) of the employee(s)
  - The dates worked
  - The hourly pay rate
  - Number of hours worked
  - Total amount paid
  - The employees' classification/title and annual salary
- Copies of time sheets for the pay periods indicated
- The rate used to determine any fringe benefit for each employee (for example, social security rate equals 7.65 percent of gross salary). Fringe benefits include only what is paid by the local unit on behalf of the employee (see example in Figure 4).

**Administrative salaries and wages, including the costs associated with management of the grant, are not eligible for reimbursement. Construction management is not reimbursable, as they are not a prime professional.**

Figure 4

<b><u>Example Report of Force Account Payroll</u></b>				
Salaries for Payroll ending 8/5/2022:				
Name	Classification	Annual Salary	Hours Worked on Project x Hourly Rate	Salary Costs Charged to Project
<i>Blair, John</i>	<i>Laborer</i>	<i>\$19,800/yr</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Bratonia, Steve</i>	<i>Laborer</i>	<i>\$19,800/yr</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Kennedy, Mike</i>	<i>Apprentice Lineman</i>	<i>\$19,600/yr</i>	<i>5 hrs. @ \$ 9.46 =</i>	<i>\$ 47.30</i>
<b>TOTAL SALARIES</b>				<b>\$199.94</b>

Fringe Benefits:

Benefit	Rate Used to Determine Benefit	Total Amount Charged to Project
<i>Social Security</i>	<i>7.65% of gross pay</i>	<i>\$XXXX</i>
<i>Retirement</i>	<i>XXXX</i>	<i>\$XXXX</i>
<i>Health Insurance</i>	<i>XXXX</i>	<i>\$XXXX</i>
<b>TOTAL FRINGE BENEFITS</b>		<b>\$XXXX</b>

## Equipment

If the grantee is using their own equipment, submit the following information (see example in Figure 5):

- Date(s) of use
- Equipment number, if applicable
- Type of equipment
- The Michigan Department of Transportation equipment number. The MDOT equipment number can be obtained from the MDOT Equipment Rental Rates, Schedule C, Report 375 booklet for the year in which the equipment was used.
- The rate charged for the equipment. Reimbursement for equipment usage will not exceed the rates published in the MDOT Equipment Rental Rates booklet.
- The number of hours used
- The total cost for the equipment

Figure 5

<b>Example Report of Equipment Usage</b>						
<b>Date</b>	<b>Grantee's Equipment Number</b>	<b>Equipment Type</b>	<b>Hourly Rate</b>	<b>Hours</b>	<b>Total Charged to Project</b>	<b>MDOT#</b>
<i>June 3, 2024</i>	<i>3</i>	<i>Dodge Pickup</i>	<i>\$7.49</i>	<i>2</i>	<i>\$ 14.98</i>	<i>12.300</i>
<i>June 3, 2024</i>	<i>18</i>	<i>Hough Front End Loader</i>	<i>\$41.90</i>	<i>4</i>	<i>\$167.60</i>	<i>47.405</i>
<i>June 3-5, 2024</i>	<i>20</i>	<i>International Backhoe</i>	<i>\$36.96</i>	<i>5</i>	<i>\$184.80</i>	<i>70.103</i>
<i>June 3-5, 2024</i>	<i>31</i>	<i>Hough Front End Loader</i>	<i>\$41.90</i>	<i>8</i>	<i>\$335.20</i>	<i>47.405</i>
<i>June 3-5, 2024</i>	<i>36</i>	<i>Ford Dump Truck</i>	<i>\$17.88</i>	<i>4</i>	<i>\$71.52</i>	<i>12.304</i>
<b>TOTAL EQUIPMENT</b>					<b>\$774.10</b>	

## Documentation of Donated Labor or Materials

Specific procedures for placing the value on donations from private organizations and individuals are set forth below:

### Valuation of volunteer services

Volunteer services may be furnished by professional and technical personnel, consultants and other skilled and unskilled labor. Each hour of volunteered service may be counted as match if the service is an integral and necessary part of the project. Records of volunteer services submitted with a reimbursement request must include time sheets containing the signatures of the person whose time is contributed and of the supervisor verifying that the record is accurate.

Volunteer time must be valued at minimum wage unless the person is professionally skilled in the work being performed on the project, such as a plumber doing work on pipes or a mason constructing a brick building. When a professional is volunteering professional services, the wage rates this individual is normally paid for performing this service may be charged to the project as long as documentation is provided.

### Valuation of materials

Prices assessed to donated materials should be reasonable and should not exceed current market prices at the time they are

charged to the project. Records of material donations included with a reimbursement request must indicate the fair market value by listing comparable prices and vendors. The value of the donated materials must be verified by the Prime Professional, not the donor.

### Valuation of donated equipment

The hourly rate for donated equipment used on a project shall not exceed its fair rental value. Hourly rates in the annual edition of *Rental Compilation*, *Rental Rate Guide*, or similar publications that provide the national or regional average rates for construction equipment may be used. Such publications are usually available from contractor associations. Records of equipment donations included with a reimbursement request must include schedules showing the hours and dates of use and the signature of the operator of the equipment, similar to Exhibit B.

### Submitting a Reimbursement Request

The first reimbursement request can be submitted once at least 25% of the project is complete. The Authorized Official may initiate a local financial request to begin submitting the reimbursement request. The training manual in MiGrants includes steps for initiating and submitting a reimbursement request.

### Reimbursement request type selection

The reimbursement type must be selected, and then the page must be saved in order for the rest of the reimbursement pages to populate. There are three reimbursement types:

**Partial reimbursement.** Select this option to submit expenses. More than one partial reimbursement request may be submitted for a grant. Complete the required fields on each of the pages that generate after the partial reimbursement option is selected.

- Development reimbursement request details page
  - Date of service/invoice: Select the invoice date or the date work occurred
  - Expense documentation: Use the dropdown function to select the type of documentation being provided. The choices are check, credit card, letter of donation, force account, volunteer labor or other.
  - Date of check: If check is chosen as the expense documentation, select the check date.
  - Expense amount: Type in the amount of expenses incurred toward this grant. If a check was written for multiple grant projects or for other items not participating in this grant, only type in the amount of the check which went toward the grant project costs.
  - Is this a contractual expense? Select 'Yes' for expenses to an approved contractor or vendor. The system will pull in previously approved contractors. Check the box under 'Selected Contractor' and also complete the field titled 'Invoiced Scope Item(s)'. Select 'No' for expenses to the prime professional, for permitting expenses, for expenses to a vendor under \$5,000, or for any other expenses which were not previously approved in the MiGrants system.
  - Vendor name: If this was not a contractual expense, type in the name of the vendor.
  - Supporting documentation: Upload documents to support the expense. This may include a copy of the front and back of a canceled check, copy of the invoice, copy of the contractor application for payment, or AIA form, change orders, documentation of force account labor and/or equipment, or documentation of donated labor and/or materials. Before uploading, remove any sensitive information such as routing numbers or credit card numbers from the documents.
  - Once the page has been successfully saved without any system errors, use the 'Add' button to generate a new, blank development reimbursement request details page. Complete one page per expense. Once all expenses are added, click on the development reimbursement request details page in the left navigation pane to navigate between expense pages by clicking on the service/invoice date.
- Reimbursement summary page: This page will auto save once it has been loaded. The total reimbursement amount will be \$0 until DNR has reviewed the payment.
- Authorized official certification: Once the pages above have been completed, the authorized official can check the box on this page and save it to certify the reimbursement.
- Engineer certification: If you don't have an engineer or an approval isn't required from them on this Financial Request, you can contact DNR to allow you to submit without an Engineer Certification.

- Miscellaneous uploads: This page is **not** required but available if you do need to upload further documentation.

**Final reimbursement.** Select this option once all construction has been completed, and all payments to contractors and suppliers made and documented; however, it should be done no later than the date specified in the project agreement (90 days after end of the project period). By submitting the final reimbursement request, the grantee is signaling to the DNR that the project is complete. Final reimbursements can be submitted after one or more partial reimbursements. If submitting a final reimbursement request, a final payment request is not needed. No more than one final reimbursement will be needed for a grant. This is the final step to close out the project. Complete the required fields on each of the pages that generate after the final reimbursement option is selected.

- Project close-out documents page – Upload the following items:
  - Final compliance onsite inspection form. The grantee and Prime Professional must inspect the completed project and submit the final compliance onsite inspection report with signatures. If problems are identified as a result of the final inspection, deficiencies must be corrected within 90 days.
  - A photo of the installed LWCF, MNRTF or RP plaque. These permanent recognition signs must be installed in a prominent place where they can easily be viewed by the public. Please go to [DNR Grants Management’s website](#) for information on ordering the sign. Order the correct plaque for the grant program that funded the project.
  - Photographs of all scope items.
  - A one-page “as constructed” site plan no larger than 11” x 17”. This site plan should include the location of each completed scope item as well as the location of the park (see example in Appendix E).
  - Certification of final electrical and/or plumbing inspection for projects, where applicable.
  - Copy of certificate of occupancy for public buildings.
  - A copy of the recorded “Declaration and Notice” for LWCF and MNRTF projects (see Appendix F) with boundary map attached.
- Development reimbursement request details page
  - Date of service/invoice: Select the invoice date or the date work occurred.
  - Expense documentation: Use the dropdown function to select the type of documentation being provided. The choices are check, credit card, letter of donation, force account, volunteer labor or other.
  - Date of check: If check is chosen as the expense documentation, select the check date.
  - Expense amount: Type in the amount of expenses incurred toward this grant. If a check was written for multiple grant projects or for other items not participating in this grant, only type in the amount of the check which went toward the grant project costs.
  - Is this a contractual expense? Select ‘Yes’ for expenses to an approved contractor or vendor. The system will pull in previously approved contractors. Check the box under ‘Selected Contractor’ and also complete the field titled ‘Invoiced Scope Item(s).’ Select ‘No’ for expenses to the prime professional, for permitting expenses, for expenses to a vendor under \$5,000, or for any other expenses which were not previously approved in the MiGrants system.
  - Vendor name: If this was not a contractual expense, type in the name of the vendor.
  - Supporting documentation: Upload documents to support the expense. This may include a copy of the front and back of a canceled check, copy of the invoice, copy of the contractor application for payment, or AIA form, change orders, documentation of force account labor and/or equipment, or documentation of donated labor and/or materials. Remove any sensitive information such as routing numbers or credit card numbers from the documents before uploading.
  - Once the page has been successfully saved without any system errors, use the ‘Add’ button to generate a new, blank development reimbursement request details page. Complete one page per expense. Once all expenses are added, click on the development reimbursement request details page in the left navigation pane to navigate between expense pages by clicking on the service/invoice date.
- Reimbursement summary page: This page will auto save once it has been loaded. The total reimbursement amount will be \$0 until DNR has reviewed the payment.
- Authorized official certification page: Once the pages above have been completed, the authorized official can check the box on this page and save it to certify the reimbursement.
- Engineer certification page: If you don’t have an engineer or an approval isn’t required from them on this financial request, you can contact DNR to allow you to submit without an engineer certification.



- Miscellaneous uploads: This page is **not** required but available if you do need to upload further documentation.

**Final payment.** Select this option if all grant expenses have already been reported and the final project closeout documents need to be submitted for the final 10% audit release. A final payment can be submitted after one or more partial reimbursements. If submitting a final payment request, a final reimbursement request is not needed. No more than one final payment will be needed for a grant. This is the final step to close out the project. Complete the required fields on each of the pages that generate after the final payment option is selected.

- Project close-out documents page: Upload the following items:
  - Final compliance onsite inspection form. The grantee and prime professional must inspect the completed project and submit the final compliance onsite inspection report with signatures. If problems are identified as a result of the final inspection, deficiencies must be corrected within 90 days.
  - A photo of the installed LWCF, MNRTF or RP plaque. These permanent recognition signs must be installed in a prominent place where they can easily be viewed by the public. Please go to [DNR Grants Management’s website](#) for information on ordering the sign. Order the correct plaque for the grant program that funded the project.
  - Photographs of all scope items.
  - A one-page “as constructed” site plan no larger than 11” x 17.” This site plan should include the location of each completed scope item as well as the location of the park. (See example in Appendix E.)
  - Certification of final electrical and/or plumbing inspection for projects, where applicable.
  - Copy of certificate of occupancy for public buildings.
  - A copy of the recorded “Declaration and Notice” for LWCF and MNRTF projects (see Appendix F) with boundary map attached.
- Reimbursement summary: This page will auto save once it has been loaded. The **total reimbursement amount** will be \$0 until DNR has reviewed the payment.
- Authorized official certification: Once the pages above have been completed, the authorized official can check the box on this page and save it to certify the reimbursement.
- Engineer certification: If you don’t have an engineer or an approval isn’t required from them on this financial request, you can contact the DNR to allow you to submit without an engineer certification.
- Miscellaneous uploads: This page is **not** required but available if you do need to upload further documentation.

### DNR approval of reimbursement request

The authorized official must change the status of the reimbursement request to submit for DNR review. A MiGrants will be sent when the DNR has approved the request and the funds will be electronically transferred through SIGMA.

## Project Changes and Amendments

A project change is an alteration of the project as it was proposed in the approved LWCF, MNRTF or RP application or as it was executed in the project agreement. Different procedures for requesting and obtaining approval for changes are required, depending on the change, the grant program, and when the change is proposed.

Changes can include:

- Adding or deleting scope items
- Altering the specifications of a scope item
- Changing the layout of the scope items within the project area
- Modifying the size or location of the project area
- Lengthening the project period

For project changes which require a project agreement amendment, see the training manual in MiGrants for steps to submit a project agreement amendment request.

## Change to Scope Items

Any changes that significantly affect scope items, as defined in the project agreement and further delineated in the approved grant application require prior approval by the DNR. These include adding or deleting scope items and making significant changes to the specifications of a scope item, such as reducing the size of a nature center building. Depending on the degree and nature of the change, approval by the MNRTF Board (MNRTF projects), National Park Service (LWCF projects) or the DNR director (RP projects) may be required. These types of changes usually result in the need to amend the project agreement. Discuss this type of change with the grant coordinator before submitting an amendment request.

**Make certain to include a description of the change, the reason for the change, the expected impacts on the project, and, when appropriate, a set of revised plans and specifications sealed by the prime professional.** Changes that involve a deletion or significant reduction to a scope item should include a discussion on the review and rejection of alternatives to this course of action. Changes will require approval before advertising the bid or soliciting quotes. Changes that involve a deletion or significant reduction to a scope item should include a discussion on the review and rejection of alternatives to this course of action.

Significant changes to scope items requested after the commencement of construction also require prior approval.

## Changes to the Project Area

The project area is defined by the legal description and 6 (f) (3) boundary map incorporated into the project agreement. All scope items constructed or purchased as part of the grant funded project must be located within the project area. The project agreement requires the grantee to maintain the project area for public outdoor recreation uses only, and in perpetuity for LWCF and MNRTF and for the life of the facility for RP. Any change to the project area will require an amendment to the project agreement and may require approval by the MNRTF Board (MNRTF projects), National Park Service (LWCF projects) or the DNR director for RP. Requests for project area changes should be submitted in MiGrants, including a map of the proposed change, the reason and justification for the change, and a discussion of the expected impacts of the change on the project as originally proposed.

## Project Period Extensions

The grantee is expected to complete the grant-funded project within the project period stated in the project agreement; however, there are times when, for various reasons, this is not possible. The DNR will consider requests for extensions that are submitted before the project period ends. Factors we will consider in determining whether to grant an extension include how much progress has been made towards completion of the project and to what extent delays were outside of your control. Project period extensions always require an amendment to the project agreement and must be submitted in MiGrants with a justification for the requested period extension. **LWCF grants cannot be extended past their two-year project period without prior approval from the NPS.**

## Grant Withdrawal Requests

If the grantee must withdraw the grant, please contact the grant coordinator.

## Post-Project Completion Obligation and Program Recognition

Grant obligations do not end with final reimbursement and close-out of the financial portion of the grant. Grantees have long-term obligations that pertain to both the facilities developed with grant assistance and the project area encumbered by the project agreement. Grant obligations regarding facilities endure for the life of the facilities. Grant obligations regarding the project area endure **in perpetuity for LWCF and MNRTF** and for the **life of the facilities for RP** (typically 20 or 40 years). These long-term obligations include, but are not limited to:

- Maintenance of the project area and facilities, so they are attractive, inviting, and safe.
- Management of the area and facilities in compliance with all applicable laws and regulations.
- Keeping the project area/facilities open and accessible for public use at all appropriate times, based on the type of facilities. Full or partial closure of the project area or facilities to public use is a significant violation of the grantee's obligations under the project agreement. Extended, temporary closures for renovation or other purposes may be acceptable but should be

approved by the DNR before being implemented.

- Not instituting membership or annual permit systems. Differences in admission and other fees may be instituted on the basis of residence, but nonresident fees cannot exceed twice the amount charged to residents.
- Reservations for campsites, marinas or other similar facilities encumbered under LWCF, MNRTF and RP must be open for reservation by the public. Seasonal reservations are limited to 25% unless otherwise approved by the DNR. Reservation policy must be provided to the DNR.
- Keeping the project area in public outdoor recreation use in perpetuity. Adding any non-recreation facility to the project area, including other government buildings (such as libraries or fire stations) and utility structures (including cellular towers), is considered a conversion of the project area to non-recreation use.
- Obtaining DNR approval and, for LWCF projects, National Park Service approval to discontinue operation of any grant-assisted project facilities prior to or at the end of their useful life.
- Obtaining DNR approval to make any significant change to the type of recreation provided for at the site. For example, if a grant was awarded for a site that was presented in the grant application as a passive recreation area with limited development, prior DNR approval must be sought if the site is to be changed over to an intensely developed active recreation area.

The DNR will perform periodic formal and informal inspections of the project area and facilities to determine compliance with the grantee's long-term obligations. The grantee will be notified of any problems identified and will be asked to address them within a reasonable timeframe. The grantee is obligated to comply with long-term obligations even in the absence of a DNR post-completion inspection process. Failure to comply with long-term obligations is a violation of the terms of the project agreement and will require mitigation. In addition, failure to comply with post-completion obligations will negatively impact grantee's ability to compete for future recreation grants. Post-completion self-certification reports are required to be updated every five years or with the submittal of a community's 5-year recreation plan.

It is not uncommon for a park to receive DNR grant assistance under a number of grant programs, including LWCF, MNRTF, RP, the 1988 Recreation Bond Fund program and the CMI-Recreation Bond Fund program; therefore, the grantee's long-term obligations at the site may be governed by more than one project agreement. A community should make sure they are aware of all grant obligations before implementing a change. Any questions regarding post-completion obligations should be directed to the grant coordinator.

## Program Recognition

Providing recognition for the program that funded the project is essential to the future success of the program. With that in mind, grantees are required to conduct a dedication/ribbon-cutting ceremony as soon as possible after the project has been completed. Notification to the local press and residents should be completed prior to the ceremony. The grantee must notify DNR Grants Management in writing at least 30 days prior to the ceremony, indicating date, time and location of the ceremony.

Providing program acknowledgement through signs, plaques and written materials helps local residents and visitors to the community see the benefits of these programs and their long-term importance to Michigan's recreation estate. They also serve as a long-term reminder to future local officials that certain parks have grant obligations. Grantees are encouraged to acknowledge the role of the appropriate recreation grant program in written materials and electronic documents published throughout the life of the project. Program recognition language can be included in materials such as park brochures and maps, press releases, grand opening announcements, park posters, interpretative signs, displays and annual reports. Significant correspondence with the public or state or local officials, including legislators, might also recognize the contribution of grant programs when the primary focus of the letter is to provide promotional or informational material about the park/project site. Both materials specific to the grant-funded facility as well as written materials about the community's overall recreational programs can include acknowledgement of the programs.

Incorporating program recognition language into written materials and electronic documents is a long-term activity. Grantees are strongly encouraged to add program recognition language to parks and recreation publications as they are updated and reprinted. When including recognition of grant assistance in park literature, send copies to the grant coordinator for inclusion in the project file.

## Conversions

Changes to the project area that are contrary to the terms of the project agreement are termed conversions. If a grantee is contemplating any changes that conflict with the long-term obligations included in the project agreement or if they foresee any unavoidable changes, contact Grants Management as soon as possible. The MNRTF Board and NPS have adopted policies and procedures that govern the handling of conversions of the project area. In those cases where a conversion may be approved, costly mitigation is virtually always required. The primary form of mitigation for a conversion is replacement of the converted property with property of at least equal monetary (current market value), recreational, and resource protection value. Other forms of mitigation are rarely accepted and require MNRTF Board and NPS approval.

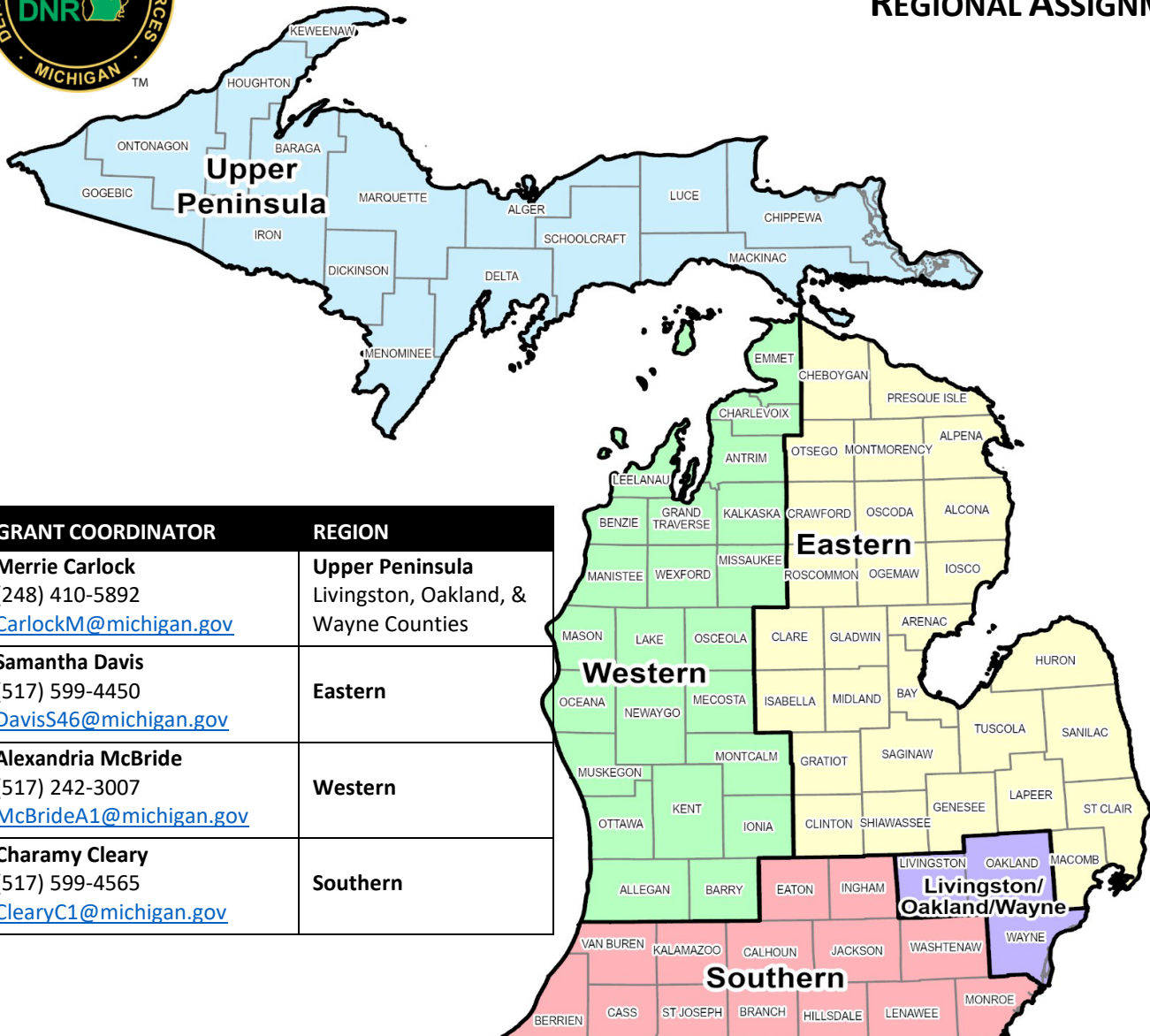
The DNR will perform periodic inspections of the project area and facilities to determine compliance with all long-term obligations specified in the project agreement. The grantee will be notified of any problems we identify and will be asked to address them within a reasonable timeframe.

The Michigan Natural Resources Trust Fund program began in 1976. The federal Land and Water Conservation program has an even longer history since its establishment by Congress in 1964. Over the years, it has become common for a single park to have received numerous grants through these and other recreation grant programs administered by the DNR. Therefore, long-term obligations at may be governed by more than one grant program and project agreement. **We strongly encourage you to contact Grants Management for information on your community's recreation grant obligations before pursuing a change or conversion.**



Michigan Department of Natural Resources

## RECREATION GRANT COORDINATORS REGIONAL ASSIGNMENTS



GRANT COORDINATOR	REGION
<b>Merrie Carlock</b> (248) 410-5892 <a href="mailto:CarlockM@michigan.gov">CarlockM@michigan.gov</a>	<b>Upper Peninsula</b> Livingston, Oakland, & Wayne Counties
<b>Samantha Davis</b> (517) 599-4450 <a href="mailto:DavisS46@michigan.gov">DavisS46@michigan.gov</a>	<b>Eastern</b>
<b>Alexandria McBride</b> (517) 242-3007 <a href="mailto:McBrideA1@michigan.gov">McBrideA1@michigan.gov</a>	<b>Western</b>
<b>Charamy Cleary</b> (517) 599-4565 <a href="mailto:ClearyC1@michigan.gov">ClearyC1@michigan.gov</a>	<b>Southern</b>

ADDITIONAL GRANTS MANAGEMENT CONTACTS	
<b>Dan Lord</b> , Section Manager 517-290-5603   <a href="mailto:LordD1@michigan.gov">LordD1@michigan.gov</a>	
<b>Jon Mayes</b> , Recreation Grants Unit Manager and the Michigan Natural Resources Trust Fund Program Manager (517) 284-5954   <a href="mailto:MayesJ@michigan.gov">MayesJ@michigan.gov</a>	<b>Michael Chuff</b> , Financial Specialist for the Michigan Natural Resources Trust Fund (517) 284-5951   <a href="mailto:ChuffM@michigan.gov">ChuffM@michigan.gov</a>
<b>Christie Bayus</b> , Program Manager: Land and Water Conservation Fund, Marine Safety, and Recreation Passport Grant Programs (517) 242-8737   <a href="mailto:BayusC@michigan.gov">BayusC@michigan.gov</a>	<b>Krista Dickerson</b> , Payment Officer: Wildlife Habitat, Fisheries Habitat, Recreation Passport, and Marine Safety Grant Programs (517) 284-5816   <a href="mailto:DickersonK1@michigan.gov">DickersonK1@michigan.gov</a>
<b>Erin Campbell</b> , Program Manager: Invasive Species Grant Program and Conversion Officer (269) 300-9698   <a href="mailto:CampbellE6@michigan.gov">CampbellE6@michigan.gov</a>	<b>Michelle Ballard</b> , Payment Officer, Land and Water Conservation Fund, and Invasive Species Grant Programs (517) 284-5974   <a href="mailto:BallardM3@michigan.gov">BallardM3@michigan.gov</a>
<b>Chip Kosloski</b> , Program Manager: Wildlife Habitat, Fisheries Habitat, and Clean Vessel Act Grant Programs (517) 284-5965   <a href="mailto:KosloskiC3@michigan.gov">KosloskiC3@michigan.gov</a>	<b>Lance Brooks</b> , MiGrants Administrator (517) 284-5971   <a href="mailto:Brooksl@michigan.gov">Brooksl@michigan.gov</a>

Appendix B: Example Resolution from Local Governing Body Accepting a Grant

Without other grants or donated Funds

Upon motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the following Resolution was adopted:

“RESOLVED, that the \_\_\_\_\_, Michigan, does hereby accept the terms of the Agreement for (project name and number) \_\_\_\_\_ as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the \_\_\_\_\_ does hereby specifically agree, but not by way of limitation, as follows:

- 1. To appropriate all funds necessary to complete the project during the project period and to provide \_\_\_\_\_ (\$\_\_\_\_\_) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

The following aye votes were recorded: \_\_\_\_\_

The following nay votes were recorded: \_\_\_\_\_

STATE OF MICHIGAN )

) ss

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, Clerk of the \_\_\_\_\_, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the \_\_\_\_\_ at a meeting held \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Dated

With other grants or donated Funds

Upon motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, the following Resolution was adopted:

RESOLVED, that the \_\_\_\_\_, Michigan, does hereby accept the terms of the project agreement for (project name and number) \_\_\_\_\_ as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the \_\_\_\_\_ does hereby specifically agree, but not by way of limitation, as follows:

- 1. To appropriate all funds necessary to complete the project during the project period and to provide local match funds totaling \_\_\_\_\_ (\$ \_\_\_\_\_) dollars to match the grant authorized by the DEPARTMENT.

WHEREAS, the applicant commits said local match from its own resources and additional confirmed funds from the following sources:

\_\_\_\_\_ (list agency/organization/donor) \$ \_\_\_\_\_ (amount)

\_\_\_\_\_ (list agency/organization/donor) \$ \_\_\_\_\_ (amount)

- 2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
- 3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
- 4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
- 5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

The following aye votes were recorded: \_\_\_\_\_

The following nay votes were recorded: \_\_\_\_\_

STATE OF MICHIGAN )

) ss

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, Clerk of the \_\_\_\_\_, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the project agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the \_\_\_\_\_, at a meeting held \_\_\_\_\_.

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Dated



### Permits

#### Local Permits/Approvals

- Building permits (including all associated trades: mechanical, plumbing and electrical).
- Soil Erosion and Sedimentation Control Permits. Permits must be received from the appropriate local enforcement agency for compliance with laws and regulations pertaining to soil erosion and sedimentation control. Information on the local agency to contact to apply for a permit can be found on the following website, [www.Michigan.gov/SoilErosion](http://www.Michigan.gov/SoilErosion).
- County Road Right-of-Way Permits. Your county road commission should be contacted for information on required permits for projects that involve activities within the right-of-way of a county road. These activities include, but are not limited to, construction or upgrading of driveways, tree trimming and removal, drainage, landscaping, grading and utilities.

#### State permits

- Michigan Department of Transportation, [Michigan.gov/MDOT](http://Michigan.gov/MDOT). Permits are required for activities within a state highway right-of-way. Examples of activities for which a permit is required include construction or upgrading of driveways, tree trimming and removal, drainage, landscaping, grading and utilities.
- Michigan Department of Environment, Great Lakes, and Energy, [Michigan.gov/EGLE](http://Michigan.gov/EGLE). Contact Water Resources Division for permit information for the following activities:
  - Construction, draining, dredging, or filling in, across, or under any area that may have or ever had standing or flowing water (rivers, lakes, wetlands, floodplain, etc.).
  - Dredging within 500 feet of a lake, river, stream, creek or ditch.
  - Filling or placement of structures in water, wetlands, floodplain or any work at the land/water interface.
  - Construction of a building or septic system in a designated Great Lakes high risk erosion area.
  - Dredging, filling, grading, or other alteration of the soil, vegetation, or natural drainage, or placement of permanent structures in a designated environmental area.
  - Development or silvicultural activities or contour alterations within a designated critical dune area.
  - Removal of sand from a sand dune area within two miles of a Great Lakes shoreline.
  - Any earth change activity within 500 feet of a lake or stream, or disturbance to an area greater than one acre in size.
  - On-site storage of sanitary sewage prior to ultimate transport and disposal off-site (pump and haul).
  - Construction or modification of a campground.
  - Construction or modification of a public swimming pool.
  - Construction of a water supply well or the extension of a water supply service from an existing water system.



- Discharge of any type of wastewater to a storm sewer, drain, lake, stream or other surface water.
  - Construction or alteration of any sewage collection or treatment facility.
  - Construction that will disturb one or more-acre, other industrial activity that will result in a discharge of storm water to a storm sewer, drain, lake, stream or other surface water.
- Department of Natural Resources, [Michigan.gov/DNR](https://www.michigan.gov/DNR).
    - Wildlife Division, Natural Heritage Unit; 517-284-6216. An endangered species permit will be required if any state-listed threatened or endangered species will be taken or harmed. If a federally listed threatened or endangered species will be impacted, contact the U.S. Fish and Wildlife Service, 2651 Coolidge Road, Suite 101, East Lansing, Michigan 48823, 517-351-2555, for information related to federal regulations.
    - Fisheries Division, Natural Rivers Program. This program must be contacted if the project involves construction or land alteration within 400 feet of a designated natural river or tributary.

### Local/State Approvals of Final Construction

In addition to the permits and approvals that may be needed prior to project construction, there are approvals and certifications that will be needed upon project completion. The following approvals will be needed to seek final reimbursement under the grant if appropriate for the project.

- Fire marshal approval of building plans, where applicable.
- Certification from the electrical inspection unit having jurisdiction in the area that the project has been completed in accordance with prevailing electrical codes.
- A Certificate of Occupancy for any building or structure, including picnic shelters.
- Public swimming pool construction permit from the Michigan Department of Environment, Great Lakes and Energy, Public Swimming Pool Program.
- A license from the Michigan Department of Environment, Great Lakes and Energy is required to operate a campground in the state of Michigan. The Campground Program may be reached at 517-282-4032.
- Other local/state approvals as required by law.

## Accessibility for People with Disabilities

### Federal Guidelines

The federal Americans with Disabilities Act (ADA) recognizes and protects the civil rights of people with disabilities. The ADA requires, among other requirements, that newly constructed and altered state and local government facilities—including recreation facilities, places of public accommodation, and commercial facilities—be readily accessible to and useable by individuals with disabilities.

The ADA designates the Architectural and Transportation Barriers Compliance Board (Access Board) as the agency responsible for developing minimum accessibility guidelines for new and altered facilities. In 2010, the Access Board issued Accessibility Guidelines. The [2010 ADA Standards for Accessible Design](#) incorporated guidelines for a number of types of recreation facilities, including amusement rides, boating facilities, fishing piers and platforms, golf courses, miniature golf courses, sports facilities, swimming and wading pools, spas, and play areas.<sup>1</sup>

It is very important to recognize that some elements of outdoor developed areas and recreation facilities are covered under the enforceable sections of the 2010 ADA Standards for Accessible Design. These include [access routes](#), parking areas, restrooms, and

entrances. **Elements of outdoor developed areas and recreation facilities that are addressed by the enforceable standards contained in the 2010 ADA Standards for Accessible Design must comply with those enforceable standards.**

For recreation facilities not covered under the 2010 ADA Standards for Accessible Design, such as campgrounds and picnic areas, the project must meet the requirements of the [Access Board's 2013 Final Guidelines for Outdoor Developed Areas](#), while not enforceable standards for local or state government, it is a requirement of the DNR Recreation Grants Unit administered.

In addition, other agencies, such as the U.S. Forest Service, have developed their own guidelines for trails and the other outdoor developed areas based on the Access Board's proposed guidelines. For hiking trails on federal land or for federally designated trails such as the North Country Trail, they are required to meet the [Forest Service Trail Accessibility Guidelines](#).

**Please note that where there is discrepancy between standards, the more stringent standards shall be used. For example, outdoor recreation access routes and beach access routes are narrowly defined within the outdoor developed areas guidelines and cannot be applied to sidewalks. We strongly recommend that you contact us before developing specifications for any access route that will not meet 2010 ADA Standards for Accessible Design.**

### State requirements

The state of Michigan has a number of laws pertaining to the rights of persons with disabilities and the requirements for barrier-free construction of buildings and other facilities, including the Persons with Disabilities Civil Rights Act (1976 PA 220, as amended); the Utilization of Public Facilities by Physically Limited Act (1966 PA 1, as amended) and the Sidewalks; Persons with Disabilities Act (1973 PA 8, as amended).

Under the Utilization of Public Facilities by Physically Limited Act, all public facilities, including improved areas used for recreation, must meet the barrier-free design requirements contained in the state construction code. Under this Act, the administration and enforcement related to barrier-free design requirements are vested in the local or state government agency responsible for issuing a building permit. If the project does not require a building permit, administration and enforcement of barrier-free design requirements are vested in the Department of Licensing and Regulatory Affairs (LARA).

Any request for an exception to the barrier-free design requirements of the state construction code must be submitted to the Barrier-free Design Board, within the Plan Review Division, LARA. The Barrier-free Design Board has the responsibility to receive, review, and process requests for exceptions to barrier-free design specifications; require appropriate equivalent alternatives when exceptions are granted; and receive, process, and make recommendations for barrier-free design rules. **It is important to note that an exception granted by the Barrier-free Design Board does not supersede the accessibility requirements of the ADA.**

For more information on accessibility requirements, the following websites may be useful:

The United States Access Board: [www.access-board.gov](http://www.access-board.gov)

The Great Lakes ADA Center: <https://adagreatlakes.org/>

National Center on Accessibility: <https://ncaonline.org/>

Americans with Disabilities Act Home Page: <https://www.ada.gov/>

U.S. Forest Service: [www.fs.fed.us/recreation/programs/accessibility](http://www.fs.fed.us/recreation/programs/accessibility)

### Playground Safety

**All completed projects must meet all applicable engineering standards and federal, state, and local requirements, including compliance with the Playground Safety Act, 1997 PA 16, as amended.**

For information on playground safety requirements, the following websites may be useful:

International Play Equipment Manufacturers Association: <https://ipema.org/>

American Society of Testing and Materials: <https://www.astm.org/>

National Program for Playground Safety: <https://www.playgroundsafety.org/>

U.S. Consumer Product Safety Commission Public Playground Safety Handbook: <https://www.cpsc.gov/s3fs-public/325.pdf>

**APPLICATION AND CERTIFICATE FOR PAYMENT** AIA DOCUMENT G702 (Instructions on reverse side) PAGE ONE OF \_\_\_\_\_ PAGES

TO OWNER: PROJECT: Balance Tank & Recirculation Pump Replacement APPLICATION NO.: 1 Distribution to:  OWNER  ARCHITECT  CONTRACTOR

FROM CONTRACTOR: VIA ARCHITECT: CONTRACT DATE: PERIOD TO: PROJECT NOS.: DO NOTED

CONTRACT FOR: 1

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM ..... \$ 58,045.00
- 2. Net change by Change Orders ..... \$ 12,980.00
- 3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ 45,065.00
- 4. TOTAL COMPLETED & STORED TO DATE ..... \$ 45,065.00  
(Column G on G703)
- 5. RETAINAGE:
  - a. 10% of Completed Work ..... \$ 4,506.50  
(Columns D + E on G703)
  - b. % of Stored Material ..... \$
  - Total Retainage (Line 5a + 5b or Total in Column I of G703) ..... \$ 4,506.50
- 6. TOTAL EARNED LESS RETAINAGE ..... \$ 40,558.50  
(Line 4 less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
(Line 6 from prior Certificate) ..... \$ -0-
- 8. CURRENT PAYMENT DUE ..... \$ 40,558.50
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6) ..... \$ 4,506.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
<b>TOTALS</b>		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: \_\_\_\_\_  
 By: \_\_\_\_\_ Date: 5/31/94  
 State of: MICHIGAN  
 County of: OAKLAND  
 Subscribed and sworn to before me this 31 day of May, 1994

Notary Public: \_\_\_\_\_  
 My Commission expires: 3-25-95

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... 40,558.50

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: \_\_\_\_\_ Date: 6-22-94  
 By: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA DOCUMENT G702 • APPLICATION AND CERTIFICATE FOR PAYMENT • 1992 EDITION • AIA® • ©1992 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5292 • WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G702-1992

CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

# CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

2

APPLICATION NO.: 2

APPLICATION DATE: 05/31/94

PERIOD TO:

ARCHITECT'S PROJECT NO.: P0

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G ÷ C)		
1	Removal of existing balance tank; install new	34,800.00	34,800.00	-----	-----	34,800.00	100%	-----	3,480.00
2	Automatic Water Level Controller	1,850.00	1,850.00	-----	-----	1,850.00	100%	-----	185.00
3	Surge Weirs	4,950.00	4,950.00	-----	-----	4,950.00	100%	-----	495.00
	ADDITIONAL TO CONTRACT								
	Additional Weir	3,465.00	3,465.00	-----	-----	3,465.00	100%	-----	346.50
	Pre cast concrete balance tank	N/C	N/C	-----	-----	N/C	100%	-----	N/C
		45,065.00	-----	45,065.00	-----	45,065.00	100%	-----	4,506.50

Example of Contractors Application and Certificate for Payment (page 2)

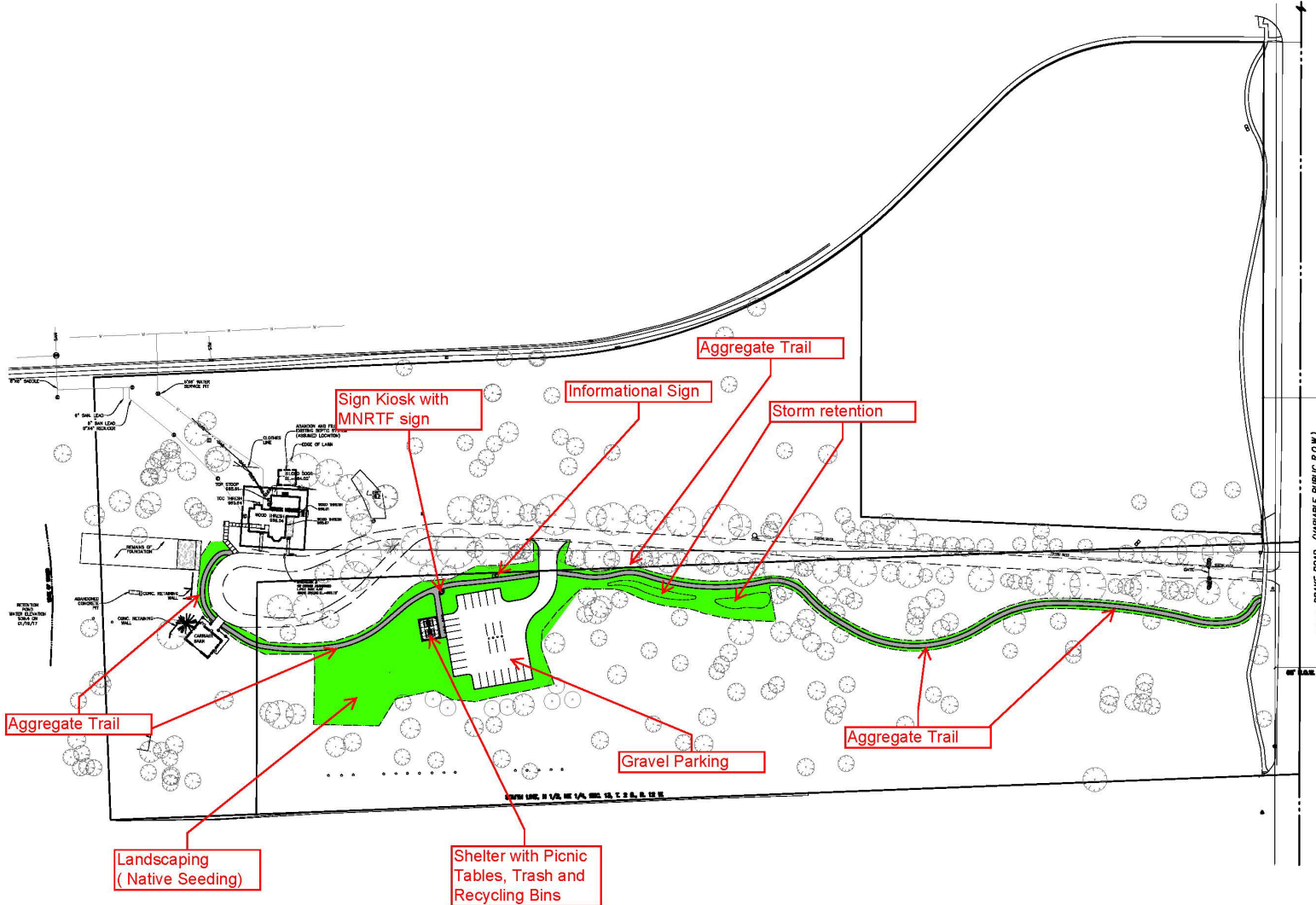


AIA DOCUMENT G703 • CONTINUATION SHEET FOR G702 • 1992 EDITION • AIA® • ©1992 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5292 • WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G703-1992

CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

Appendix E: Example of "As Constructed" Site Plan



**ocba**  
LANDSCAPE ARCHITECTS

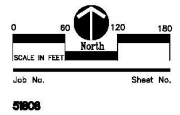
350 East Michigan Avenue, Suite #415  
Kalamazoo, Michigan 49007  
Phone (269) 383-9337  
Fax (269) 383-2944

Landscape Architecture  
Urban Planning  
Parks & Recreation  
Campus & Institutional Planning  
Camp Planning & Design

HARD COPY IS INTENDED TO BE 24"x36" WHEN PLOTTED. SCALE(S) INDICATED AND GRAPHIC QUALITY MAY NOT BE ACCURATE FOR ANY OTHER SIZES.

Issued For: \_\_\_\_\_ Date: \_\_\_\_\_  
 ISSUED FOR: RD \_\_\_\_\_ JUNE 3, 2019  
 AS CONSTRUCTED SITE PLAN \_\_\_\_\_ JUNE 28, 2021

Project:  
**Oakhamo Township**  
**Drake Farmstead Park**  
 MNRTF No. TP P-080  
 927 North Drake Road  
 Kalamazoo, MI 49008



**This document must have a boundary map attached and must be recorded for LWCF and MNRTF projects.**

**REQUIRED FORMAT**

Legal Format Requirements for a Declaration of Notice:

- The minimum type size for real estate documents is 10-point type.
- The weight of the paper must be at least 20 pounds.
- The document must be black ink on white paper.
- There is a mandatory 2.5" margin at the top of the first page with ½" margins on the other three sides and ½" minimum margins on attached pages.
- The type, or title, of the document must be identified on the first line of print and only one document type will be indexed per recording.
- The documents and any attachments must be a minimum 8.5" x 11" and maximum 8.5" x 14."

**REQUIRED CONTENT**

**DECLARATION and NOTICE**

This Declaration made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, a Michigan municipal corporation, (address), (hereafter called (name)), being the owner of all the property described as (insert legal description) herein after referred to as the Property, attached hereto, located in the (name of local unit, County), Michigan, hereby makes the following declaration regarding uses to which the Property may be put.

WITNESSETH:

The declaration contained herein is based on the following factual recitals:

- A. (*Grantee*) developed the Property, in part, through the grant of money from the (name of grant program)
- B. As a condition of the grant by the DNR, (*Grantee*) has agreed to impose certain restrictions on the Property.

**NOW, THEREFORE**, the (*Grantee*) hereby declares that the portion of the property identified as the project area is and shall be held, transferred, sold, conveyed, leased, occupied and used subject to the obligation hereinafter set forth, all of which shall run with the land.

(Continued on next page)



**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 and cultural resources for current and future generations. We strive to protect natural and cultural resources, ensure sustainable recreation use and enjoyment, enable strong natural resource-based economies, improve, and build strong relationships and partnerships, and foster effective business practices and good governance.

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

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

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

This publication is available in alternative formats upon request.