

Managing Your DNR Recreation Grant

Tips for after a grant has been awarded

Presented by Michigan DNR Grants Management Section



Recreation Grants



Michigan Natural Resources Trust Fund



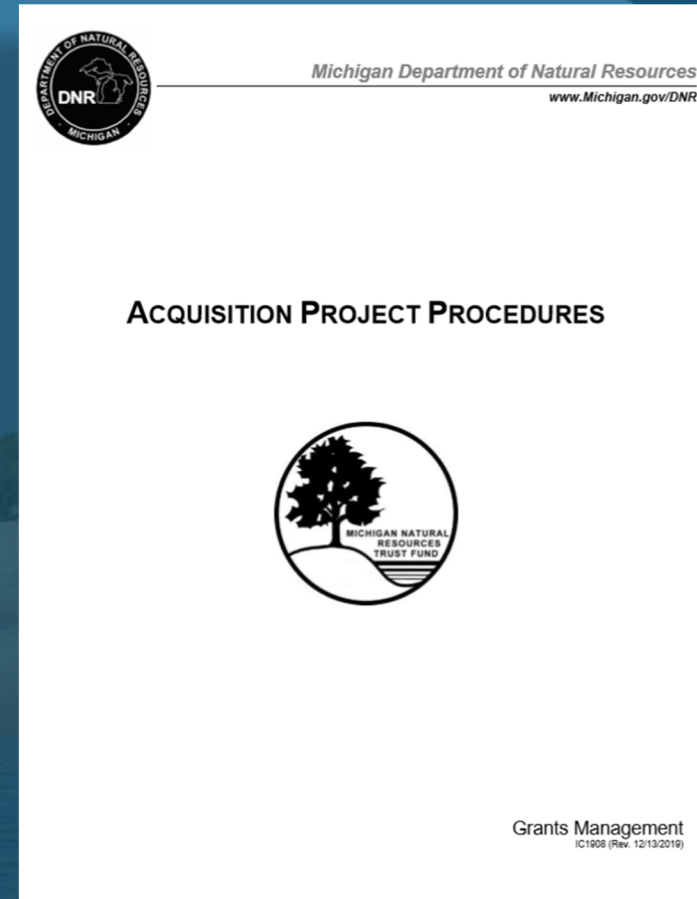
Land and Water Conservation Fund



Recreation Passport Grant Program



Project Procedures



MiGrants, Online Grant System

- Access at MiGrants.Intelligrants.com
- Authorized Official
- System Notifications
- Use Searches
 - Application
 - ACQ
 - Grant
 - PSB
 - Reimbursements

A screenshot of the MiGrants website interface. The header is green with the Michigan DNR logo and the text 'MiGrants Michigan Department of Natural Resources'. Navigation links include 'Michigan.gov', 'Contact Us', 'DNR-Grants', and 'Policies'. The main content area is divided into two columns. The left column contains a 'Welcome to MiGrants!' message, a list of grant programs, and a 'New Users/How to get started:' section. The right column contains a 'Login' section with input fields for 'Username' and 'Password', a 'Log In' button, and links for 'Forgot Username/Password?' and 'New User? Register Here.'

Welcome to MiGrants!

The DNR, Grants Management Section welcomes you to MiGrants. Eligible applicants use this website to apply for grant funding and administer awarded grants. Funds are available through the following grant programs:

- Michigan Natural Resources Trust Fund
- Land and Water Conservation Fund
- Recreation Passport Grant Program
- Marine Safety Grant Program
- Wildlife Habitat Grant Program
- Invasive Species Grant Program

New Users/How to get started:
If you had a MiRecGrants account, please log in. You do NOT need a new account.

All organizations will need to be registered in the system. If your organization has previously been registered in MiGrants, please have the Authorized Official add new users to the organization.

- The initial registration must be completed by an Authorized Official (AO) of your organization.
- Once the AO completes registration, email notification of access approval will be sent.
- Only one Authorized Official is permitted per organization.

Login


Username

Password

Log In

[Forgot Username/Password?](#)
[New User? Register Here.](#)



MiGrants Training Materials




MiGrants
Michigan Department of Natural Resources

[Michigan.gov](#) [Contact Us](#) [DNR-Grants](#) [Policies](#)

[Home](#) [Administration ▾](#) [Searches ▾](#) [Reports ▾](#)

  [Alexandria McBride ▾](#)


Dashboard

Please see the training materials  for site navigation instruction.

My Tasks

Initiate Related Document

▸ Filter

▾ My Tasks 

Inf Name	Complaint Status	Due Date	Document Status

Training Materials

[Grantee Training Manual](#)

[Grantee Training Video](#)

[MiGrants Navigation](#) - This will cover changes to a profile or organization.

[Recreation Grant Instructions](#) - This will cover applications, grants, project constructions documents, acquisition documents, and reimbursements.

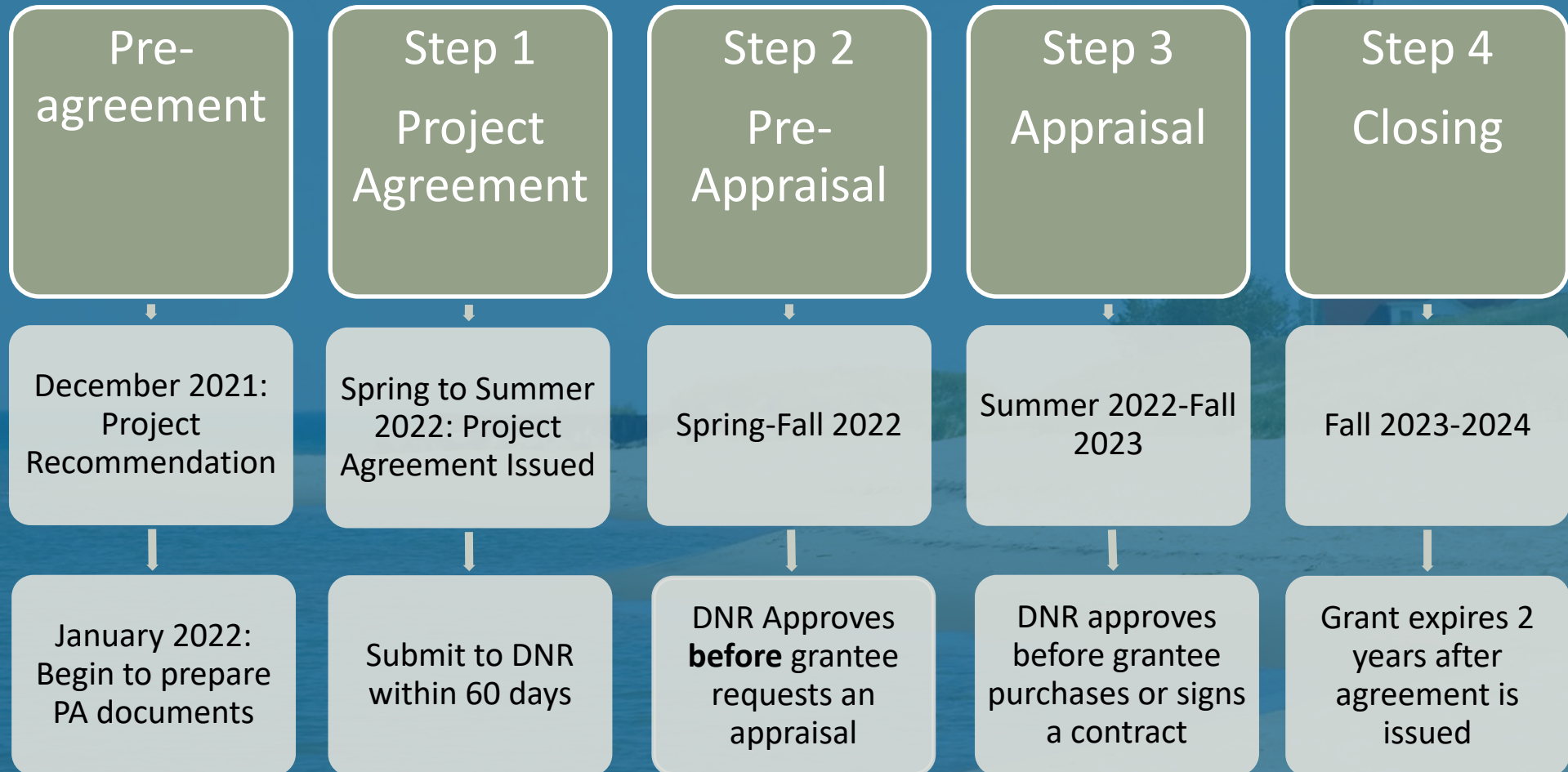
[5-Year Recreation Plan Instructions](#) - This will cover submitting a 5-year recreation plan or 5-year recreation plan amendment.

[CISMA App Demo \(MISGP\)](#) - This video has general MiGrants information about users and starting a CISMA app for the Invasive Species Application

Example Development Timeline



Example Acquisition Timeline





PART ONE

Project Agreements



Recreation Passport

Project Agreement Timeline

December Director Recommendation

Winter Project Agreements issued to Grantees in MiGrants



Michigan Natural Resources Trust Fund

Project Agreement Timeline

December Board Recommendation

Winter Recommendations introduced to the Legislature

Spring Public Act passed by Legislature & signed into law by Governor

Spring to Summer Project Agreements Issued to Grantees in MiGrants



Land and Water Conservation Fund

Project Agreement Timeline

December	Director Recommendation
Winter	Applicants submit required documents for the National Park Service for State Application
Spring	National Park Service reviews and approves State Application for Local Units and DNR
Summer	Project Agreements issued in MiGrants





Before Project Agreements are Issued

What can I do now?

1. Prepare the **Boundary Map** and **Legal Description** for approval by your Grant Coordinator BEFORE your Project Agreement is issued
2. Draft the **Resolution** accepting grant for board or council adoption using DNR template.
3. Development Grants
 - Retain a **Prime Professional** for the project
 - **Draft plans, specifications and bid documents (PSB)**
 - Secure all **permits** and regulatory approvals
4. Acquisition Grants
 - Prepare **40-Year Title History**
 - Prepare **Environmental Due Diligence**





Before Project Agreements are Issued

What can't I do now?

- **Development:**
 - Advertise to bid the project
 - Hire contractors
 - Order materials or make any purchases from vendors
 - Do any work on the project
- **Acquisition:**
 - Begin your appraisal
 - Enter into negotiations with the landowner



Download Project Agreement (PA) from MiGrants

- Grant project agreement issued by DNR
- System notification (email) when agreement is issued
- View in **Grant** document
- Ask your Grant Coordinator to add your consultants, prime professional, etc. if they were not part of the application



www.mich

The screenshot shows the MiGrants web interface. On the left is a sidebar menu with a green header containing "Home", "Searches", and "Reports". The menu items include "TF21-0039", "Forms", "Project Agreement" (highlighted with a checkmark icon), "Amendments", "Withdrawal", and "Post-Completion". The main content area is titled "Project Agreement". A red circle highlights a link that says "Click Here to view the Project Agreement". Below this, there are sections for "Upload Signature Page from Signed Project Agreement" and "Upload Certified Resolution", each with a "Select" button and a "Drag Files Here" area. A file named "spacebackground.jpg" (476.87 KB) is shown in both areas. On the right, a "DNR Approval" table shows checkmarks for Grant Coordinator, Program Manager, and Section Manager. At the bottom, the "Approved by Resolution Date" is listed as 11/16/2021.

DNR Approval		
Grant Coordinator	Program Manager	Section Manager
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Approved by Resolution Date: 11/16/2021

PA Resolution

- Your highest governing body **MUST** pass a resolution to:
 - Accept the terms of the agreement
 - Commit the matching funds
 - Maintain the site as a public outdoor recreation facility
- Resolution must be **signed, dated, and certified**
- Include park / project name and grant number
- Use template provided



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

"RESOLVED, that the _____, Michigan, does hereby accept the terms of the Agreement for (insert grant number here) 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:

PA: Legal Description

- Legal Description and Boundary Map must match
- Do not submit the deed
- Include the community name, project name, and grant number on both documents
- Entire park site

Legal Description for TF19-0122 Southfield Township, Oakland County

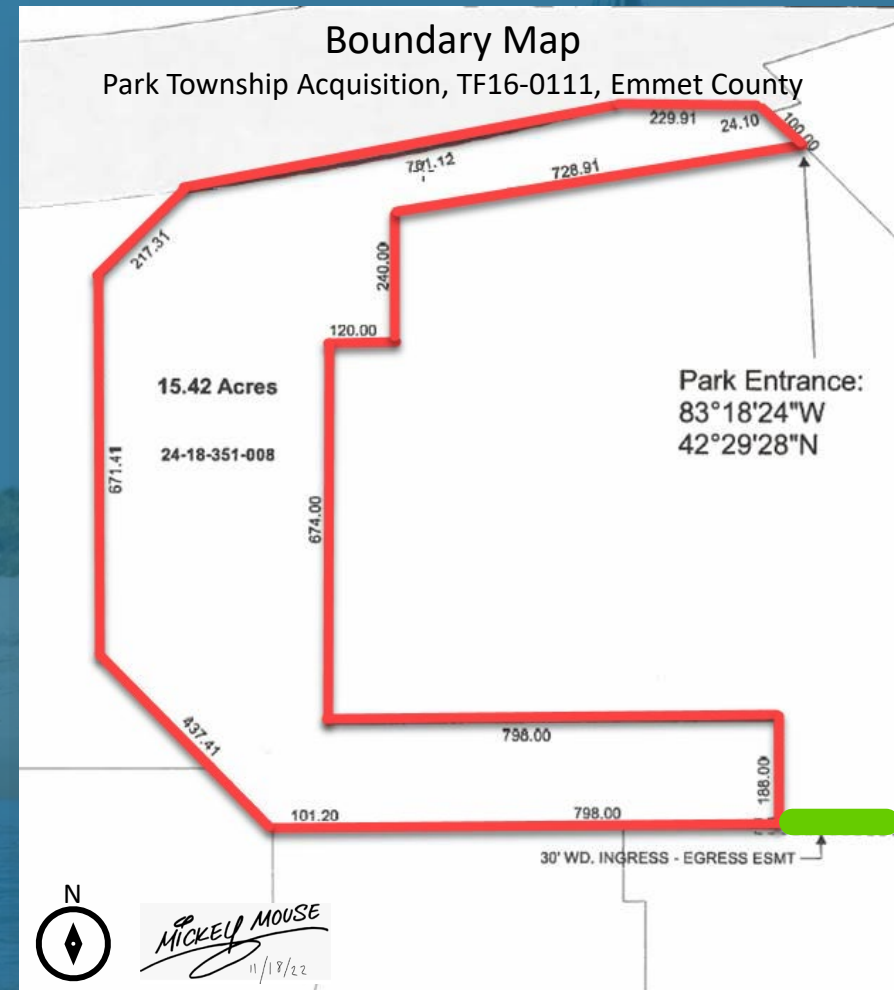
Property situated in the S 1/2 of Section 1a, Township 1 North, Range 10 East, Southfield Township, Oakland County, Michigan, more particularly described as follows: Beginning at a point on the North-South centerline of said Section 18, said point being North 0° 03' 57" East, 615.0 feet from the South Quarter Corner of said Section 18; thence North 89° 56' 03" West, 101.20 feet; thence North 44° 56' 03" West, 437.41 feet; to the point of beginning. 16.23 Acres.



PA: Boundary Map

- Label as Boundary Map or 6(f)(3) Boundary Map for LW
- Project boundary in **RED** and easements in **GREEN**
- Dimensions or lot numbers, depending on the legal description
- Drawn to scale
- Signed and dated by Authorized Official
- Label existing and proposed facilities and nearby landmarks

Include north arrow, project name, grant number, community name, county, total acreage



PA: Additional Documentation

Maybe required:

- **Lease, Easement or Use Agreement** (TF or RP only) – Executed agreement providing site control from one eligible applicant to another
- **Road ROW** – Letter from MDOT, county road commission, city, or village with ROW control allowing development and perpetual encumbrance in the road ROW
- **LWCF** – Fee simple site control only



Required PA Documentation

Submitted through MiGrants

- Signed Project Agreement signature page after resolution is passed
- Resolution to authorize acceptance of the grant and commit to the local match.
- Boundary Map & Legal Description
- Executed Lease/Easement for the property (if applicable in TF or RP only)



Upload Signature Page from Signed Project Agreement
*(Be sure to upload a scan of the signed signature page;
DNR will upload an executed version below under Signature Page-DNR Only)*

Select

Drag Files Here *

Upload Certified Resolution

Select

Drag Files Here *

Approved by Resolution Date



*

Upload Legal Description of the Project Area

Select

Drag Files Here *

Upload Boundary Map of the Project Area

Select

Drag Files Here *

*(Boundary must be outlined in **red**. Boundary map must be signed and dated.)*

Upload Lease or Easement, if applicable

Select

Drag Files Here *

Project Agreements

Submit all documents within 60 days of issue

- **MiGrants**
 - 3-Steps - Upload, Save, change status to **Submit**
 - **Authorized Official** change the status
- **Execution date** is when DNR approves and signs
- 2 Years to complete project



Project Agreement

A Legal Contract - Know your Long-term Obligations:

- Must keep entire park or project area or trail is encumbered for ***public outdoor recreation use in perpetuity. (Forever!)***
- Must remain open & accessible for public use at all appropriate times
- Preferential membership is prohibited
- Must receive DNR, NPS, or MNRTF Board approval before transferring ownership or control to another government entity
- Must maintain the project area and facilities so they are attractive, inviting, and safe
- Must receive DNR approval to make any significant changes to the type of recreation provided





PART ONE

Project Agreement Questions?



PART TWO

Development Grants

Development Projects

Secure Services of a Prime Professional

- Michigan Licensed Engineer, Landscape Architect or Architect
- Firm registers on MiGrants, then DNR adds to your membership
- May initiate design and engineering after January 1st and receiving award recommendation in MiGrants

Secure all permits and regulatory approvals



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF PROFESSIONAL LICENSING
LICENSED LANDSCAPE ARCHITECT
LICENSE

www.michigan.gov/dnr-grants

Development Projects

Prime Professional

- Prepares Sealed Plans, Specifications & Bid Documents
- Construction Schedule and Estimate including all scope items
- Reviews Bids and Recommends Award



Development Projects

Prime Professional

- Construction oversight
- Approves payments to contractors
- Certifies Reimbursement Requests
- Provides As-Built drawings



Planning through Construction Process

Step 2: Plans,
Specifications, and
Bidding Documents

- Requires DNR approval



Step 3: Contractor/
Vendor Selection

- Upload Bid Summary and full bid
- Requires DNR approval



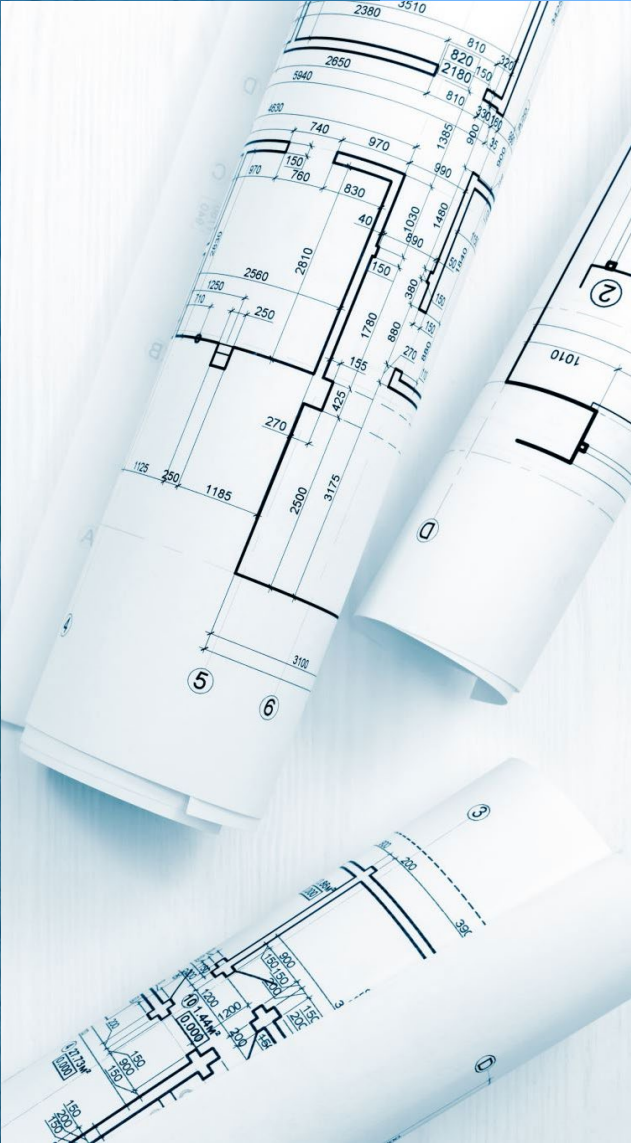
Start construction

- Prime Professional Oversees project
- Change order - contact GC

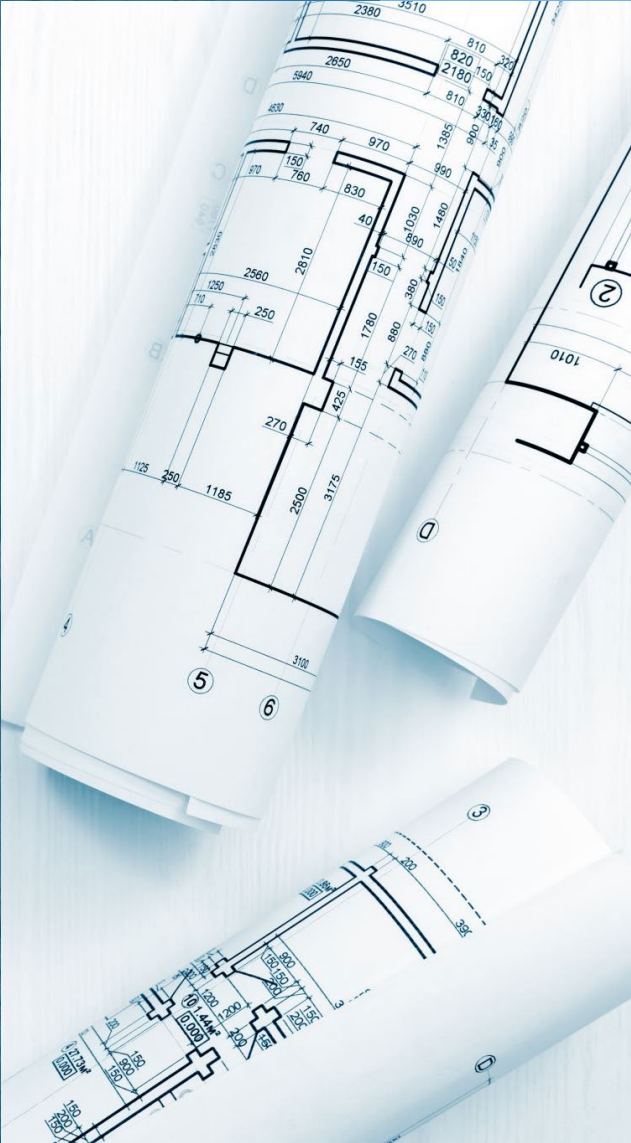


Plans Specifications & Bidding Documents

- Secure permits
- Submit in MiGrants for DNR approval before advertising for bids or soliciting for quotes
 - Sealed Plans
 - Sealed Specifications
 - Bid Documents
 - Cost Estimates
 - Project Implementation Schedule



www.michigan.gov/dnr-grants

- # Plans Specifications & Bidding Documents
- Secure permits
 - Submit in MiGrants for DNR approval before advertising for bids or soliciting for quotes
 - Sealed Plans
 - Sealed Specifications
 - Bid Documents
 - Cost Estimates
 - Project Implementation Schedule
- 
- 
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- www.michigan.gov/dnr-grants



Development Projects

Requirements for Direct Purchase, Quote and Bids

- **Under \$5,000** – Submit vendor name and manufacturer's specification sheet for DNR-approval via email prior to purchase
- **\$5,000 to \$ 49,999** – Obtain quotes from at least 3 different companies – PSB document required
- **\$50,000 and Over** – Must conduct public, advertised, competitive bidding – PSB document required



Submit PSBs in MiGrants

- Email your grant coordinator to add the Prime Professional to the grant
- Initiate a **Project Construction (PSB)** Document(s)
- Fill out PSB pages
 - Checklist for Submission
 - Prime Professional Services
 - Grantee & Prime Professional(s) must certify
- Change status to submit
- One PSB document per contract



Development Projects

Pre-Construction DNR Approval Requirements

- **PSB review and approval required prior to advertisement**
 - Allow 30-60 day approximate review time
 - Multiple contractors/vendors each require separate PSB document
 - Required for both bids and quotes for contracts of \$5,000 or more
 - Required for both contracted work and purchased materials



Development Projects

Pre-Construction DNR Approval Requirements

- **Contractor or Vendor approval prior to award**
 - Submit bid tabulation and recommended award
 - Must award to the lowest qualified bidder
 - Minimum 3 bids or quotes
 - Reimbursements are tied to approved awards



Submit Award Request in MiGrants



- Fill out Contractor/Vendor Selection and Bid Tabulation page on the PSB for that contract
- Enter dollar amount for grant supported work
- Contractor Name
- Bid Tabulation of all bidders
- Lowest qualified bid
- Change status to submit



Development Projects



Non-Contracted Expenses

- **Volunteer Labor**
 - Valued at minimum wage
 - Skilled trades labor or professional services valued at standard rates
 - Follow record keeping requirements
- **Donated Materials**
 - Value must be pre-approved and documented
- **Force Account (Staff)**
 - Hourly rates documented with timesheets – labor only
- **Equipment**
 - MDOT Schedule



Development Projects

High Bids

DNR Approval Required for:

- Re-Bid
 - Redesign
 - Bid at a better season
- Reduce Award Quantities Using Unit Pricing
- Issue Post Bid Addendum to All Bidders
 - Reduce Quantities
 - Modify Materials or Quality
 - Redesign



Development Projects

Post Award DNR Approval Requirements

- Changes to the design or construction plans or costs including Change Orders
- Time Extensions
- Changes to Scope
- Boundary



Development Projects

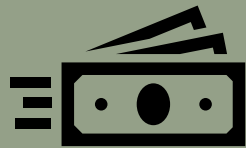
DNR Approval Required for:

- Project period extensions
- Adding or removing scope Changes to project area
- Contractor Change Orders
- Grant withdrawals
- Removing or replacing the Authorized Official or the Prime Professional
- Any questions or concerns



Reimbursement Requests

Partial
Reimbursement



Final
Reimbursement



Final Payment



Submit Reimbursement in MiGrants

- Choose reimbursement type
- Upload and SAVE required documents
- Authorized Official and Prime Professional certification
- Change status to submit



Development Project

Partial Reimbursement Requests

- Only after actual construction costs have been incurred
 - 1st reimbursement must consist of more than just engineering costs
 - 1st reimbursement can be submitted once 25% of the grant has been earned
- May submit multiple requests - 4
- Final Audit Withheld
 - 10% of grant award amount



Development Project

Partial Reimbursement Requests

- Payment Documentation
 - Copies of invoices for costs eligible scope items
 - Proof of Payment - Canceled checks or EFT records
 - All expenses must be related to a scope item



Development Project

Final Reimbursement or Final Payment

- Additional payment documents if Final Reimbursement
- Final Compliance Onsite Inspection Form
- Photograph of installed plaque
- Photographs of all scope items
- Certificate of Final Building Inspections and Certificate of Occupancy, if applicable
- As Built Plans prepared by the Prime Professional
- Copy of Recorded Declaration and Notice
 - MNRTF & LWCF Grants Only



Development Project

Reimbursement Request Payments

- Payments for eligible expenditures will be released within 45 days of receipt and approval of ALL required documentation
- Electronic Fund Transfer (EFT) - Only payment method
 - Grantee must have a SIGMA account set up for payments



Development Project

Program Recognition:

- Recognition Plaque
 - Specific for each grant program
- Public Dedication Ceremony





PART TWO

Development Project Questions?



PART THREE

Acquisition Projects



MNRTF Acquisition Project

Requirements

- Exclusive use of the property for public, outdoor recreation purposes, *in perpetuity (Forever!)*
- Willing Seller
- Clear Title
- Mineral Rights
- Environmental Safety



Submittal Overview

Step 1

Project Agreement

- Closing Option Selection

Step 2

Pre-appraisal

- Environmental Diligence
- 40-year Title Search



Step 3

Appraisal

- Submit Appraisal to DNR for review



Step 4

Closing

- Closing Date
- Escrow documents drafted



Step 1: Project Agreement Closing Options

- **Escrow closing**
 - Grantee provides 100% of match amount
 - Plus 10% of eligible grant amount, withheld until final audit approval after closing

OR

- **Reimbursement closing**
 - Grantee provides 100% of cost upfront

Required - Please choose one

Acquisition Closing Option Desired:

- ☐ This project will be completed utilizing a grant reimbursement process. Grantee will purchase land and seek reimbursement after closing.
- ☐ This project will be completed utilizing an escrow closing process.



Step 2: Pre-appraisal Documentation

Environmental Due Diligence

Step One

- Discuss history with owner
- Walk the site
- Review historical records
- Consider professional review

Step Two, if necessary

- Phase I Assessment

Step Three, if necessary

- Phase II Assessment



Environmental review costs, up to 5% of the site's market value, are eligible for reimbursement. Environmental cleanup costs are not eligible



Step 2: Pre-appraisal Documentation

Title History Search

- Fee Simple Title required or easement in some cases
- Copies of all deeds for 40-year period
- Authorized Official Initiates an ACQ document in MiGrants
- Submit Environmental and Title Documents



Step 2: Required Pre-appraisal Documents

- Initiate an ACQ document in MiGrants per **owner**
- If there is a structure, DNR does require it to be removed within 90-days of closing.
- Submit by changing the status

Required Content for Pre-Appraisal Stage:

Environmental Assessment/Due Diligence: *

Select

Drag Files Here

40 Year Title Search: *

Select

Drag Files Here

Non-Recreational Structure Removal Plan:

Select

Drag Files Here



Step 3: Appraisal



- Do not begin appraisal until authorized by your Grant Coordinator
- The Project Agreement must be fully executed AND Environmental Due Diligence & Title Search are approved
- Must meet DNR requirements
- Submit in MiGrants
- DNR reviews and sets the market value prior to any offer to purchase



Step 4: Acquisition & Closing

Reimbursement Package

- Escrow closing – submit documents in MiGrants at least 60 days prior to desired closing date
- Reimbursement closing – submit documents 30 days prior to scheduled closing date for optional review in advance.



Step 4: Acquisition & Closing

STEP 1 Required

- Inform the landowner of the value and provide the Statement of Just Compensation form
- Submit a Closing Date to DNR

STEP 2 Pick One

- Make an Offer to Purchase with DNR Form, **OR** Purchase Agreement, **OR** Offer to Purchase with Land Donation with a Waiver of Just Compensation



Step 4: Acquisition & Closing

STEP 3 If Applicable

- Determine incidental costs and inform the landowner of their rights with DNR Seller's Waiver of Reimbursement of Incidental Expenses

STEP 4 Required

- Standard Closing with Title Company
 - Closing Statement DNR Form or provided by legal
 - **RECORDED** Warranty Deed, Declaration & Notice, and Mineral Royalty Interest Deed



MNRTF Acquisition Project

MICHIGAN NATURAL RESOURCES TRUST FUND - ACQUISITION PROJECT PROCEDURES

LIST OF ITEMS TO BE INCLUDED IN A REIMBURSEMENT PACKAGE

- ☐ Original Acquisition Reimbursement Request
 - ___ Signed by you
- ☐ Original Statement of Just Compensation
 - ___ Includes your original signature and those of each of the sellers of the parcel
 - ___ Legal description must be attached
- ☐ Copy of Offer to Purchase OR Copy of Offer to Purchase (With Land Donation)/Waiver of Just Compensation
 - ___ Signed you and each of the sellers, dated after the Statement of Just Compensation is signed
 - ___ Legal description must be attached
- ☐ Copy of Seller's Waiver of Reimbursement of Incidental Expenses
 - ___ Completed by you, if required, and signed by each of the sellers
- ☐ Copy of Recorded Warranty Deed to the Property
 - ___ Must be a warranty deed
 - ___ Must not include restrictions or other conditions except those preapproved by DNR
- ☐ Copy of Recorded Declaration and Notice
- ☐ Boundary Map of the Acquired Area
- ☐ Original Recorded Mineral Royalty Interest Deed
 - ___ Must be a warranty deed
 - ___ A boundary area map needs to be included with the deed
- ☐ Copy of Title Insurance Policy (possible exception, railroad corridor)
- ☐ Copy of Closing Statement
 - ___ Signed by you and each seller
- ☐ Documentation of All Costs Incurred
 - ___ Copies of invoices
 - ___ Copies of cancelled checks. Each check copy must either be of the front and back of the check as returned by the bank, or a copy of the front of the check with a copy of the bank statement or documentation of wire transfer, showing the check has cleared
- ☐ Photo of the Installed MNRTF Plaque
 - ___ Photo is to show that the plaque has been permanently installed in a prominent location on the property
- ☐ Tax Proration Schedule and Copy of Paid Property Tax Bills
 - ___ Calculation of tax proration must be made using MNRTF method (see page 17)

MICHIGAN NATURAL RESOURCES TRUST FUND - ACQUISITION PROJECT PROCEDURES

LIST OF ITEMS TO BE INCLUDED IN A LAND ACQUISITION ESCROW CLOSING PACKAGE

- ☐ Original Acquisition Reimbursement Request
 - ___ Signed by you
- ☐ Original Statement of Just Compensation
 - ___ Includes your original signature and those of each of the sellers of the parcel
 - ___ Legal description must be attached
- ☐ Copy of Offer to Purchase OR Copy of Offer to Purchase (With Land Donation)/Waiver of Just Compensation
 - ___ Signed by you and each of the sellers, dated after the Statement of Just Compensation is signed
 - ___ Legal description must be attached.
- ☐ Copy of Seller's Waiver of Reimbursement of Incidental Expenses
 - ___ Completed by you, if required, and signed by each of the sellers
- ☐ Draft Warranty Deed to the Property
 - ___ Must be a warranty deed
 - ___ Must not include restrictions or other conditions except those preapproved by DNR
- ☐ Draft Declaration and Notice
- ☐ Boundary Map of the Acquired Area
- ☐ Mineral Royalty Interest Deed
 - ___ Must be a warranty deed
- ☐ Copy of Title Insurance Commitment (possible exception for railroad corridor acquisitions)
- ☐ Closing Statement
 - ___ Signed by you and each seller
- ☐ Documentation of All Costs Incurred
 - ___ Copies of invoices
 - ___ Copies of cancelled checks. Each check copy must either be of the front and back of the check as returned by the bank, or a copy of the front of the check with a copy of the bank statement or documentation of wire transfer, showing the check has cleared
- ☐ Tax Proration Schedule and Copies of Paid Property Tax Bills
 - ___ Calculation of tax proration must be made using MNRTF method (see page 17)
- ☐ Original Escrow closing agreement signed by buyer, seller and closing agent
 - ___ Closing agreement must provide the company's State of Michigan Vendor ID

Escrow closing and reimbursement packages must include a schedule that explains how the property taxes were prorated, as well as copies of all the paid tax bills. The following example will assist you in prorating taxes. The example is for real estate tax proration when the annual taxes have been prepaid (as specified in



Step 4: Acquisition & Closing

- Documents uploaded to the same ACQ
- At least one Official DNR Recognition plaque
- Public Dedication Ceremony – currently optional with the pandemic





Thank you!

Questions?





Contact Information:

Phone: (517) 28-GRANT or (517-284-7268)

Program Information and Forms: www.michigan.gov/dnr-grants



www.michigan.gov/dnr-grants