



Michigan Department of Natural Resources

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LAND AND WATER CONSERVATION FUND 2025 ACQUISITION APPLICATION GUIDELINES



Grants Management

IC5600-1 (01/02/2025)

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[MiGrants information](#)

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INTRODUCTION

This booklet has been prepared by the Grants Management Section of the Department of Natural Resources (DNR) to guide you in preparing a Land and Water Conservation Fund (LWCF) application for the acquisition of land for public outdoor recreation. The booklet format and its contents have been revised from previous years' versions.

We strongly recommend that you review the entire booklet in conjunction with the application and other information you received online before submitting your MiGrants application.

The first section of this booklet contains a schedule for the current year and information on the major changes for the current cycle.

Grants Management staff is available to assist you with any questions you may have regarding any aspect of the application process. Appendix E of this booklet contains a map of the state delineating the regions covered by each of our regional representatives. We encourage you to contact your regional representative early in the application process. You may also call Grants Management at 517-284-7268 (517-28-GRANT) and you will be directed to the appropriate representative.

This booklet and the link to MiGrants are available on our website: www.Michigan.gov/DNR-Grants

The online application is available in [MiGrants](#).

**LAND AND WATER CONSERVATION FUND
2025 APPLICATION SCHEDULE**

January 2025	Application period starts in MiGrants
February 1, 2025	Recreation plans, and plan amendments must be submitted by this date in MiGrants.
April 1, 2025	Application due date. Application period closes in MiGrants.
April 2025	Applicants may receive requests for additional information based on an administrative completeness review.
May - July 2025	Grants Management staff conducts review of all applications and may conduct site visits.
August - September 2025	Preliminary scores are made available to applicants and supplemental information is requested.
September - October 2025	Grants Management staff review supplemental materials and complete final score evaluation.
Early December 2025	DNR Director recommends projects to be funded
Early to Mid-2026	Applicant prepares final application documents for inclusion in the state application to the National Park Service
Mid to Late 2026	Projects Agreements are Issued. Timeframe dependent on final approval by the National Park Service.

** All time periods given are best estimates at the time of publication and are subject to change.*

CHAPTER 1: BASIC INFORMATION ABOUT THE LWCF PROGRAM

In this chapter, we describe the eligibility and other requirements of the LWCF Program. It is important to consider these requirements when deciding whether to apply. This chapter also provides an overview of the LWCF Program procedures for project completion. Additional LWCF program information can be found in Appendix A and on the Grants Management website. For more detailed information about completing an acquisition project, review the [Acquisition Project Procedures](#) booklet on the Grants Management's website, www.Michigan.gov/DNR-Grants.

WHAT IS THE LWCF

The Land and Water Conservation Fund (LWCF) Act of 1964 (Public Law 88-578, 78 Stat 897) was enacted "...to assist in preserving, developing and assuring accessibility to all citizens of the United States of America of present and future generations... such quality and quantity of outdoor recreation resources as may be available and are necessary and desirable for individual active participation..." The LWCF program provides matching grants to States, and through States to local governments, for the acquisition and development of public recreation areas and facilities.

The LWCF Act authorizes the Secretary of the Interior to provide financial assistance to States for outdoor recreation development and land or water acquisition purposes. With some exceptions, this authority has been delegated to the Directors of the NPS.

LWCF proposals are submitted through the State Liaison Officer (and Alternate) of the DNR to the NPS for approval. Project costs shall be determined in accordance with 2 CFR Part 200 and the NPS LWCF Grants Manual (<https://www.nps.gov/subjects/lwcf/lwcf-manual.htm>). All claims shall be subject to verification by Federal audit.

The focus of the program will be on meeting the priorities of the 2022-2027 State Comprehensive Outdoor Recreation Plan (SCORP).

ESTABLISHING ELIGIBILITY

The following entities are eligible to submit a LWCF grant application:

- State agencies and local units of government, including cities, villages, townships, and counties, or any combination thereof in which an authority is legally established to provide public recreation, such as:
- Regional recreation authorities formed under the Recreational Authorities Act, 2000 PA 321, and trailway commissions formed under Part 721, Michigan Trailways Act, 1994 PA 451, as amended. If the authority was formed under different legislation, contact Grants Management.
- Huron-Clinton Metropolitan Authority.
- Federally recognized Native American Tribes.
- School districts are eligible to apply if they meet the requirements given in *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* (IC1924)

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

5-YEAR RECREATION PLAN

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

PUBLIC INPUT

The applicant is responsible for providing the public adequate opportunity to review and comment on the proposed application. All applicants must hold at least one public meeting to receive input about the application. This meeting must be held within the six-month period before the application deadline. A resolution committing to the application passed by your highest governing body is also required.

If resubmitting an application, you must also hold a public meeting within the six-month period before the application deadline.

Public meetings focused on review of your recreation plan will not meet your obligations for public input for your grant application unless the meeting notice and agenda indicate that the meeting will cover both recreation plan review and the specific grant application. Documentation of the public meeting must be submitted and consists of the advertised advance notice of the meeting, including the name and location of the proposed project, **and** the official minutes of the meeting.

MIGRANTS

All applicants must complete their application on DNR Grants Management's online application system, [MiGrants](#). Paper applications will not be accepted and will be considered ineligible. The eligible entity must register as an organization on MiGrants before they can start an application. MiGrants information and tutorials are available on the DNR website.

WHAT'S NEW

- In an effort to better follow the federal regulations, SHPO has made changes to the procedures for initiating Section 106 consultation. There is a new application that must be used, and it must be completed by individuals meeting the applicable federal qualifications. The application with instructions is on SHPO's website and there is a list of individuals meeting those qualifications on SHPO's website and on the Department website on the LWCF homepage under "forms for applicants".
- NEPA Compliance must be fulfilled before the DNR Director can consider recommending the project for funding. Applicants are required to use the [Information for Planning and Consultation \(IPaC\)](#) planning tool to determine whether federally listed endangered species or critical habitat may be affected by the project. Once completed, the system will generate a Michigan Determination Key Letter that needs to be uploaded into MiGrants, under the Required Attachments section.

LONG-TERM GRANT OBLIGATIONS

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

- The land included in the boundary of the project site must remain open to public outdoor recreation use in perpetuity. As such, DNR requires that all new projects include deed restrictions on the lands purchased with LWCF funds. The cost of a deed restriction is an eligible cost.
- The grantee must maintain the site, including facilities constructed with grant assistance and any other facilities necessary for their use, such as entrance drives, parking, walkways, and restrooms. This includes access in compliance with the 2010 ADA Standards for Accessible Design.
- All new projects must install a 12" x 18" LWCF plaque from Rotary Multiforms, Inc. More information on program acknowledgement plaques can be found here: https://www.michigan.gov/dnr/0,4570,7-350-79134_81684_79209_81657-430506--,00.html
- An entrance sign identifying the park as a public recreation site must be prominently displayed.

CONVERSIONS AND SIGNIFICANT CHANGES IN USE OF A GRANT-ASSISTED SITE

Occasionally, circumstances dictate that a community must change an LWCF-assisted site from public outdoor recreation to another use. These changes in use may include another public facility, such as a library, a museum, or fire station; or a private use such as a cellular phone tower. The land identified in the 6(f)(3) boundary map of the project agreement is encumbered under the grant whether the grant was for acquisition or development. In these instances, the grantee may make a request to the DNR for a conversion of use. If approved by both the DNR and the NPS, a conversion allows the grantee to change the use of the site by committing to replace the lost land with other land acquired by the grantee. The replacement (a.k.a. mitigation) land must be at least equivalent in size and recreation usefulness and equal or greater in current value than the land lost to the conversion.

A grantee must also request approval from the DNR to make a significant change in the public outdoor recreation uses of the site. One example of a significant change of use would be replacing a passive recreation use, such as a picnic area or walking trails with a more active form of recreation, such as baseball

fields or another type of recreation that would interfere with the originally intended use. If the DNR concurs with the change of use, they will make the recommendation to the NPS to approve the change. In both of these situations, the grantee must work first with the DNR to obtain their approval. Once the DNR concurs with the proposed changes, it will submit a request to NPS for final approval.

COMPLIANCE WITH PROGRAM REQUIREMENTS

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

An unresolved conversion of land encumbered by any of these grant programs will result in points being deducted from application scoring. If you have an unresolved conversion, contact the Grants Management Section.

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

- Project Agreements not executed within 60 days of issuance.
- PSB and contractor approval not obtained by the DNR prior to advertising, awarding, or constructing a project, or not provided within 180 days of the project agreement being executed.
- Failure to submit progress reports every 180 days for active grant projects.
- Final reimbursements not submitted within 90 days after the end of the project period.
- Recognition plaque not in place at a grant-assisted site.
- Conversions or other significant changes in use at grant-assisted sites.
- Post-completion reports not submitted within the past 5 years.

ELIGIBLE AND INELIGIBLE PROJECTS

Land Acquisition: Eligible projects include acquisition of lands or waters, provided they are used for public outdoor recreation. Funds may be used to acquire new land or to expand existing recreation areas. The uses and future development of the property must be consistent with the Civil Rights Act (1964), which prohibits discrimination by any program receiving federal financial assistance. Any proposed development must start within three (3) years after acquisition. Acquisition must be fee simple.

Examples of eligible acquisitions may include, but are not limited to:

- Land with frontage on rivers, streams, lakes, reservoirs, etc. that will provide water-based public recreation opportunities, or the acquisition of the water bodies themselves.
- Areas that provide special recreation opportunities, such as floodplains, wetlands, and areas adjacent to scenic highways.
- Natural areas, preserves, and outstanding scenic areas where the acquisition objective is to preserve areas of biological importance and/or viewsheds. These areas must remain open to the general public for outdoor recreation use.
- Land within urban areas for day-use picnic areas, neighborhood playgrounds, and splash pads; areas adjacent to school playgrounds and competitive nonprofessional sports facilities, as well as more generalized parklands.

Examples of ineligible acquisition projects may include, but are not limited to:

- Acquisition of historic sites and structures, except if the applicant clearly demonstrates that the acquisition is primarily for outdoor recreation purposes and that the historic aspects are an integral component of the primary recreation purpose(s).
- Acquisitions of museums and sites to be used for museums or primarily for archeological excavations.
- Acquisition of land to help meet a public school's minimum site size requirement.

- Acquisition of areas and facilities designed to be used primarily for semi-professional, professional, intercollegiate, and interscholastic arts or athletics.
- Acquisition of areas and facilities to be used *solely* for preservation or production of wildlife; other wildlife areas that exclude the public; and fish hatcheries will not receive LWCF assistance.
- Acquisition of areas to be used mainly for the construction of indoor facilities. Also prohibited are areas where existing indoor recreation facilities, if left in place, will not leave sufficient area at the site for the development of outdoor recreation facilities.
- Acquisition of areas with railroad “hardware”, trestles, stations, yards, and the like if they are to be used to support commercial train operations.
- Acquisition of sites containing lodges, motels, restaurants and similar elaborate indoor facilities that are to be operated by the project sponsor or a concessionaire to provide food and/or sleeping quarters.
- Acquisition of agricultural land primarily for preservation in agricultural purposes.
- Acquisition of Federal surplus property unless legislatively authorized in a specific situation.
- Acquisition of land from another public agency is generally not eligible, but may be considered, subject to the following conditions:
 - The land was not originally acquired by the other agency for recreation
 - The land has not been managed for recreational purposes while in public ownership
 - No federal assistance was provided in the original acquisition by the other agency

PROJECTS AUTHORIZED OFFICIAL

The Authorized Official is the applicant’s representative who has the authority to obligate the agency legally and financially to initiate and submit an application on behalf of the community. Typically, this is a senior-level paid staff person of the local unit of government of the community. For acquisition projects, the landowner or someone who represents the landowner, including a realtor, cannot represent the community at either the application or grant completion stage. For development projects, a contractor who may gain financially from the project cannot represent the community at either the application or grant completion stage.

MINIMUM AND MAXIMUM GRANT AMOUNTS

There are no minimum or maximum acquisition grant request amounts. However, the Department cannot issue a grant larger than its current LWCF appropriation. Please contact Department staff to determine the current LWCF appropriation amount. The Department reserves the right to decide how much of its appropriation will be used for either development and/or acquisition projects in any given grant cycle.

ALLOWABLE NUMBER OF PROJECT SITES

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

RESUBMITTAL OF PREVIOUS YEAR’S UNSUCCESSFUL APPLICATION

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

NUMBER OF ALLOWABLE APPLICATIONS FROM A SINGLE APPLICANT

There is no limit to the number of applications that an applicant may submit within a funding cycle, however, the applicant will be asked to prioritize multiple applications.

ELIGIBLE COSTS

The amount of LWCF funding for the acquisition of land or rights in land is determined by the market value of the property as approved by the DNR and the 50% grant percentage at the time of purchase. **The LWCF Act precludes using grant assistance for incidental costs relating to acquisitions.** An appraisal by a qualified appraiser (MAI, Certified General or equivalent), will be required if the grant is funded, which is not reimbursable in the LWCF program. **The appraisal must be prepared in accordance with the *Uniform Appraisal Standards for Federal Land Acquisitions*, commonly referred to as “Yellow Book”.** Appraisals and preliminary title documents must be approved by the Department before negotiations begin. A letter of certification (appraisal review) from an independent qualified appraiser is required for each acquisition project. Grantees will be required to contract directly with an appraiser from the list of approved yellow book appraisers for the appraisal review

Two options are available for completing a land acquisition project. You will need to indicate on the project agreement whether you intend to:

- a.) Acquire the property using the escrow closing process, OR
- b.) Purchase the property (after DNR approval of the market value) with your own, donated, or borrowed funds and then request reimbursement by grant funds after closing.

Take care to estimate your project cost as accurately as possible in your application. The grant award you receive will be based on the information included in the application and cannot be increased once recommended by the DNR Director and approved by the NPS. You will be responsible for all cost overruns, or any additional costs needed to complete the project.

APPLICANT MATCH REQUIREMENTS

The applicant must provide a portion of the total project cost; this is known as the match. The LWCF Program requires a 50 percent match.

The applicant match for land acquisition costs can be met by general funds, cash donations, other state grants, or by donation by the seller of a portion of the value of the land to be acquired. All land value donations must be clearly documented in the grant application and supported by a letter of commitment from the landowner. The donation of private land is allowed, and the value of that donation may be used as part of the match, provided there are additional costs to be met. Property cannot be “donated” between a State and its political subdivisions to serve as match for grant assistance.

Match commitments must be secured prior to October 1st in the year the application is made and be available for expenditure within the grant project period. Proof of secured match must be provided to your grant coordinator on or before October 1st. Failure to provide match documentation by the October 1st deadline may result in the application being declared ineligible. Examples of proof of secured match include:

- General fund – Resolution from local governing body committing to the match dollar amount.
- Cash donations – Letters of commitment from donors listing the dollar amount.
- State awarded grants – Letter from granting organization committing to the grant dollar amount, explaining the conditions of award. The LWCF Act precludes the use of other federal grant funds to be used as match.
- Donation of land value – Letter from landowner committing to donate a fixed percentage of the appraised, DNR-approved market value. Donations must have both an appraisal and an "Offer to Purchase" from the applicant on file and as part of the project application

Secured match ensures there should not be cash flow problems threatening the completion of the project. Changing match after the October 1 deadline is highly discouraged. However, if a change to the amount or source of match is necessary, the prior approval of the DNR is required and the grantee must provide documentation as to adequate cash reserves to fund the project. Applicants who are awarded LWCF grants must understand that the receipt of grant funds outside of the LWCF grant for this project may impact the amount

of funds earned on the LWCF grant. The combination of LWCF grant payments plus other State of Michigan grant payments may not exceed one hundred percent of eligible project expenses.

REQUIREMENTS FOR LAND ACQUISITION GRANTS

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

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

Access to the Public: Unless an exception is granted in writing by the Department, lands acquired with grant assistance or water access routes, are expected to be available and open to the public at the time of closing.

Structures: Acquisition of existing structures and impoundments may be used only if it will be used to support the outdoor recreation goal for the site (e.g., a garage that can be converted to an operation and maintenance shed). All buildings and other structures should be removed within 90 days and cannot be part of the land value determination, unless it can be converted to support outdoor recreation goals.

LAND ACQUISITION NEGOTIATIONS ALLOWABLE PRIOR TO RECEIVING A GRANT

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

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

Applicants should advise the landowner that an appraisal should be completed prior to applying and if a grant is approved, the actual offer will reflect the market value of the property.

CONTAMINATED PROPERTIES

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

CHAPTER 2: DEVELOPING A PROJECT PROPOSAL

Each year, the Land and Water Conservation Fund offers local communities and state agencies the opportunity to apply for grants to assist with the purchase of land for public outdoor recreation and natural resource protection.

In this chapter, we describe some of the factors you should consider when preparing an acquisition proposal to submit to the LWCF Grant Program.

HOW TO PREPARE AN LWCF GRANT APPLICATION

The following sections provide information that will help you complete an LWCF grant application utilizing the MiGrants electronic application forms. Each form, document, and supporting evidence that makes up an application is listed and explained. Information and documentation about your project gathered from many different sources will make a complete application package. **Assembling the information needed to submit a complete application package takes time - it is important to start the process as early as possible.**

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

COMPLETING THE LWCF GRANT APPLICATION SECTIONS

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

SECTION A: APPLICANT, SITE, AND PROJECT INFORMATION

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

Unique Entity Identifier Number (UEI): This is the applicant's Unique Entity Identifier number used by the federal government to track federal funding.

SIGMA VSS and SIGMA Address Code: If funded, these numbers will be needed to process reimbursement payments. Information on how to create or obtain a SIGMA VSS number and address code can be found here: <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService> or in the appendix.

Proposal Title: The park name should be included in the title and the terms "acquisition," "expansion," or "addition" for an acquisition proposal.

Proposal Description: If an application is recommended for funding, the Proposal Description is included in a press release and given to legislators. Provide a brief (1000-character max) description of your proposed project. Include, as applicable, the type of project (new acquisition, expansion of existing park), the rights in land to be purchased (fee simple), the park name, the acreage to be acquired, the acreage of the existing park, the natural features of the site, the recreation opportunities proposed in your application, and the future recreation opportunities to be developed on the site. Example below.

Acquisition – "Acquisition of approximately 1.68 acres adjacent to the existing Two Rivers Park, which is located at the confluence of the Looking Glass & Grand Rivers. The acquisition will allow for future development of amenities to the park and river trail and create a buffer from existing condo development."

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

Park name: If you have not yet named your park, write in a proposed name.

County, Town, Range and Section, Latitude and Longitude.

SECTION B: PROJECT FUNDING AND EXPLANATION OF MATCH SOURCES

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

Grant Amount Requested: Indicate the amount of LWCF funding you are requesting, rounded to the nearest one hundred dollars.

Total Match: This value is the sum of lines a) through f) and will be automatically calculated when the page is saved.

Total Project Cost: This value is the sum of lines g) and h) and will be automatically calculated when the page is saved. Be sure the total project cost is the same as the total shown in Section C-1 for the acquisition applications.

Percentage of Match: The percentage of match commitment will be automatically calculated when the page is saved by dividing the total match by the total project cost. To be eligible, this number must be 50% of the total project cost.

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

- a) **General Funds or Local Restricted Funds:** Local cash from the applicant's general fund or restricted recreation funds.
- b) **Force Account Labor/Materials:** This is not applicable for land acquisitions, but built into MiGrants for development applications.
- c) **State Funds:** State grant funds that have already been awarded for funding to acquire property.
- d) **Cash Donations:** Cash from donations, fund-raising, private grants, or other similar means.
- e) **Donated Labor/Materials:** This is not applicable for land acquisitions, but built into MiGrants for development applications.
- f) **Donated Land Value:** A donation by the landowner of a portion of the value of the property. The donation of private land is allowed, and the value of that donation may be used as part of the applicant's match, provided there are additional acquisition costs to be met. Land donation cannot be the sole 50% match required for the project. Donations must have both an appraisal and an "Offer to Purchase" from the applicant on file and as part of the project application.

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

Provide information on the type of interest to be acquired, current land uses, buildings, encroachments, boundary disputes, and the justification of estimated property value in this section. Use the comments section at the bottom of the page or the Narrative page to describe in greater detail. If you have indicated there are any existing buildings or structures on the site, explain how they will be used to support public outdoor recreation or when they will be removed. Briefly describe any encroachment/boundary disputes and how you intend to handle them. Upload any expert documentation justifying the estimated market value in the Required Attachments page.

Parcel Information Table

Estimated Market Value: Enter your best estimate of the value of the parcel or rights in land you propose to acquire. It is recommended that you have an appraisal done to get an initial determination of the market value and to establish a foundation for your grant request. You may estimate value by looking at past appraisals and land values in the area or by talking to your local assessor. Note: Appraisal costs are not eligible for reimbursement. If multiple parcels are involved, the Total Estimated Value on the bottom of the page will be automatically calculated when the page is saved by adding the Estimated Market Value for each of the parcels.

SECTION D: JUSTIFICATION OF NEED

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

Recreation Plan: The proposed project or concept must be supported in the applicant's current recreation plan. Provide the page numbers in which the proposed project or concept is discussed in the plan. If the proposed project is only discussed on one page, enter the same number in both boxes. Additional information may be provided in the narrative.

Public Meeting: As discussed in Chapter 1, a public meeting must be held within the six-month time period before the application deadline and before a resolution committing to the application is passed by your highest local governing body. Provide the public meeting date(s) and upload the minutes from the meeting in the required attachments section.

Input from people with disabilities, their families, or advocates: Indicate whether you consulted with anyone in the disability community for review of the design or concept of the project or of specific scope items that relate to accessibility. Upload a letter or meeting minutes which specifies their recommendations, if any, on how the project can meet or exceed ADA requirements. Letters from consultants or equipment representatives will not be considered as input from an advocate of the disability community.

Primary Provider of Recreation Services: Recreation authorities or school districts which are the primary provider of outdoor recreation for a larger region should list the communities included in their service-area. Generally, these communities would have a plan.

Crime Prevention Measures: Explain how you plan to address safety considerations and crime prevention and response in the project area. For example, layout maximizes visibility of people, adequate lighting, hours of operation are clearly posted or monitoring of project area at appropriate times.

Programming and Marketing: Explain how you will make the public aware of the project. At a minimum, all projects are required to have a ribbon cutting. Describe the methods you will use to publicize and promote your project. Be sure to include marketing methods that will effectively communicate with persons with disabilities. Examples include:

- Ribbon cutting/dedication – this is a requirement of all grant-funded projects
- Informational booklets/brochures
- Web site and social media
- Radio/television
- Newspaper/magazines
- Presentations to schools, organizations, club and other groups
- Special events such as fairs and festivals

Formal recreation department, DNR division or parks committee: Include information on your communities' park department and/or park committee. For park committees, include how committee members are appointed, their roles and responsibilities, list of members and meeting schedule. You may also include a page number reference to your 5-Year Recreation Plan where this is already described. Park Committees must be a separate board or committee from the governing board or other boards, such as the Planning Commission. They must hold regularly scheduled meetings and be an established committee prior to the April 1 application deadline.

SECTION E: APPLICANT HISTORY AND STEWARDSHIP

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

Closed, Sold, or Transferred Park Land: Indicate whether the applicant has closed, sold, or transferred any park land which previously received a DNR recreation grant. Use the comments box to explain the situation.

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

Park Entrance Policies: Does the applicant have a "residents only" policy for this park or any other parks or recreation facilities? Is an entrance fee currently in place or planned for the public to access the project site? What is the policy on reduced entrance fees for low-income users and how effective is it in bringing low-income users to the park? Provide comments and upload any relevant policies and fee schedule on the Required Attachments Page.

Operation and Maintenance: Include the current year budget for parks and recreation and a general maintenance schedule for all park facilities. See the Required Attachments Section for the Maintenance Plan requirements.

SECTION F: SITE CONDITIONS

Property Checklist: All applicants must complete this section with at least ten years of information about the environmental conditions and past uses of the site proposed for acquisition or development. If you have information older than ten years indicating potential contamination at the site and have no record that conditions have changed, you must report it.

Environmental Report: If your project site has a history of contamination, or if you have inadequate information about site conditions (that is, you answered "yes" or "unknown" for one or more questions on the Application and Revision Form), you are required to inform us of the current condition/remediation status. It may be necessary to prepare an environmental report and upload it under Environmental Report on the Required Attachments Page.

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

Contents and Headings for an Environmental Report

- A. Title Page:** The title page should include the following: Environmental Report for project name, applicant name, the name and qualifications of the person who prepared the Environmental Report, and the date it was prepared.
- B. Site Conditions:** A summary of current site conditions including any potential for contamination.
- C. Environmental Assessment Results:** A summary of the results of any environmental assessments conducted to date.
- D. Assessment and Cleanup Actions Needed:** Summarize the information available on the assessment activities that may be needed to delineate the contamination. Discuss the cleanup actions that may be needed to make the site safe for recreation use and meet the applicant's due care obligations under the state cleanup law, Part 201 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Also discuss to what degree the cost of assessment and cleanup actions have been determined.
- E. Implementation Responsibilities:** Indicate who will conduct and fund the assessment and cleanup actions that may be needed.

F. Tentative Schedule: A tentative schedule for completion of assessment and response actions and a discussion of how these actions will impact development and long-term recreation use of the site. The report should indicate that completion of assessment and response actions will not delay completion of the project during the Department-approved project period or interfere with the requirement that the entirety of a grant-assisted site be committed to public recreation use in perpetuity.

G. Confirmation Statement: A written statement signed by the applicant confirming that you understand the following:

- i. If grant funding is recommended, the applicant will be required to submit additional, detailed information to the Department regarding property conditions and if this information indicates the property may be contaminated, the applicant must obtain written Department approval before acquiring or developing the property.
- ii. The grant is subject to cancellation if the additional information indicates the site will not or cannot be made safe for its intended use within the grant project period; or the presence of contamination, even with the implementation of due care actions, will have a substantial negative impact on the overall recreation or resource protection values of the site.

Permit Issues: Indicate all possible local, state, and federal permits needed, especially environmental permits, and the efforts you have taken to determine the need or likelihood of obtaining the permit. If an application for land acquisition includes a site development plan that is dependent on permits, permit issues should also be addressed.

You should contact regulatory agencies as early as possible and request an evaluation of the likelihood of receiving a permit for the proposed project. If feasible, permit applications should be submitted to the appropriate agency prior to applying for a grant. Provide comments and upload any relevant communication documents on this page.

Local agencies may include:

- County Health Department
- County Road Commission
- County Drain Commissioner

State agencies may include:

- Michigan Department of Environment, Great Lakes, and Energy www.Michigan.gov/EGLE
- Michigan Department of Natural Resources, Natural Rivers Program [Natural Rivers \(michigan.gov\)](http://NaturalRivers(michigan.gov))
- Michigan Department of Community Health www.Michigan.gov/MDCH
- Michigan Department of Transportation www.Michigan.gov/MDOT

Federal agencies may include:

- U.S. Army Corps of Engineers [Obtain a Permit \(army.mil\)](http://Obtain a Permit (army.mil))

SECTION G: NATURAL FEATURES OF THE PROJECT SITE

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

SECTION H: WILDLIFE VALUES OF THE PROJECT SITE

Provide information about wildlife in the proposed project. Be sure to include mention of whether the project provides buffer to existing protected habitat or if a travel corridor will be protected by the project. Provide

documentation of the ecological value of adjacent protected areas and/or the ability of the project site to act as a corridor/buffer. Upload any related documents in the Required Attachments under Expert Documentation.

SECTION I: NATURAL RESOURCES RECREATION OPPORTUNITIES

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

SECTION J: PUBLIC ACCESS OPPORTUNITIES

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

APPLICATION NARRATIVE SECTION

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

I. PROJECT JUSTIFICATION AND SUPPORT (3,000 Characters)

Tell us why you are proposing this specific project for LWCF consideration. You may refer us to the appropriate pages of your 5-Year Recreation Plan in lieu of repeating it in your application narrative.

The following factors are intended to be examples and you are not required to respond to each one of them. The application narrative should be complete, clear and concise. Supporting documentation should be uploaded with the application to demonstrate and reinforce the narrative. Do not attach the narrative as a separate document.

Describe the Need for This Project: What is the need for the facility based on those provided by both the applicant and other recreation providers? Describe how the project relates to your 5-Year recreation plan and other relevant planning efforts such as regional trail plans, water trail plans, strategic plans and other regional initiatives. The application for grant funding should be either a specific project that was identified during the development of the recreation plan **or** one that meets the plan's goals and objectives.

Alignment with SCORP: Describe how the application aligns with the goals of the Statewide Comprehensive Outdoor Recreation Plan (SCORP).

Public Input: A public meeting must be held within the six-month time period before the application deadline. This public meeting could be prior to or at the same meeting when the resolution committing to the application is passed by your highest local governing body. Provide the public meeting date(s) and upload the minutes and agenda from the meeting in the required attachments section.

Public Support: To demonstrate public support for the project, provide letters of support from members of the general public. Letters from individuals within your organization are not awarded points in this category. If there is opposition to the proposed project, demonstrate how you are working to address concerns. Public support is not demonstrated through financial commitment alone. These documents can be submitted in the Required Attachments Section under Letters of Commitment and Support for the Project.

II. PROJECT DESCRIPTION (3,000 Characters Max)

Describe the intended future uses of the site and a timeframe for completion of any development necessary to provide those uses. Development described in the application must be completed within three years from the date of acquisition. LWCF grant assistance will not be provided for the planned development.

If planned development for public outdoor recreation will be delayed for more than three years from the date of acquisition, the project sponsor shall include the

following information in the project application:

- (1) Why immediate acquisition of the property is necessary.
- (2) What facilities will be developed and when such development will occur.
- (3) What, if any, non-recreation uses will continue on the property and when such non-recreation uses will be terminated.
- (4) The type of public outdoor recreation access and use that will be provided during the interim period

Park Visibility & Ease of Access: Describe how the public can get to the site and factors such as:

- Are there appropriate way-finding signs?
- Is the site easily identifiable as a public park or trail?
- Is there public transportation in urban/suburban areas?
- Is the project area within a walkable distance (1/4-mile) from housing, business and commercial areas?
- Is there a safe way to get to the site by non-motorized means?

III. NATURAL RESOURCE ACCESS AND PROTECTION (3,000 Characters Max)

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

Provide the following information:

- Describe the natural features on your project site and the recreation opportunities they will provide.
- As applicable, explain why you believe the proposed acquisition will act as a buffer for previously protected land or will act as a wildlife corridor. Describe the protection status and the ecological or wildlife values of the lands to be buffered or linked.
- Describe how this project is part of a green infrastructure or conservation plan if one exists. Upload the plan in the Required Attachments section under Expert Documentation.
- If you are not acquiring all rights in land, describe the rights you will acquire. Acquisitions of land that the applicant will not control are not eligible for LWCF grant assistance.

Consider the following factors to determine the recreation potential and environmental importance of the land you want to acquire. If you have any of the features shown below, upload letters from natural resource experts and/or web links (and indicate the appropriate pages to view) in the Required Attachments Section under Expert Documentation.

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

Note: For a list of threatened and endangered species and critical habitat, you may refer to the U.S. Fish and Wildlife Service (USFWS), [Information for Planning and Consultation \(IPaC\)](#), planning tool to generate an official species and critical habitat list that may be within the acquisition area. To identify dedicated rivers, and dedicated wilderness or natural areas, you may refer to the Department's web page at www.Michigan.gov/DNR. For information about rare plants, animals, and other significant features, refer to the Michigan Natural Features Inventory website at <https://mnfi.anr.msu.edu>. For general information on wetlands and sand dunes, visit the Department of Environment, Great Lakes, and Energy website at www.Michigan.gov/EGLE.

- The quality and quantity of the natural resource. **Properties that support high-quality natural resources that can be hunted/fished/viewed receive points for these features.** Generally, the larger the parcel, the more valuable it is for resource protection and use. However, the quality and quantity of the natural resource can be evaluated based on other factors as well, such as the number and species of wildlife that can be hunted/fished/viewed, the hunting/fishing seasons allowed, the rarity of the species or natural community present on the site, and the amount of frontage on a water body.
- The ability of a proposed acquisition project to act as a winter deeryard, to buffer previously protected wildlife habitat, or to function as a wildlife corridor. Provide documentation such as a letter from the DNR or planning document for confirmation of DNR-identified winter deeryard.
- Acquisitions of a Natural Area Buffer or Wildlife Corridor - A buffer serves to help shield existing conservation lands from negative impacts such as intensive development. The buffer section of the application will be scored on the extent of the connection between protected properties. A wildlife corridor serves to connect previously protected parcels of land so that wildlife can move between them, through areas that may not provide the food or protection they need outside the corridor.
- Acquisition of a new dedicated hunting area in a location of the state which is lacking in hunting access. The acquisition project will involve 500 or more acres of land in one of the DNR's Managed Public Land Strategy zones or, if the project involves less than 500 acres, the project will acquire land in a strategy zone and it is reasonable to conclude that the area can grow to 500+ acres in the future. A public land strategy zone map is provided in Appendix I. The DNR Managed Public Land Strategy can be viewed here: [Public Land Strategy \(michigan.gov\)](#)
- The sustainability of the natural resource. The likelihood that a natural resource will persist is dependent on several factors. These may include the type of resource, the current population size, its ability to withstand hunting or fishing pressure or other use, and the present and future uses of the surrounding land. Sustainability of the resource may also depend on your ability to effectively manage the land to protect fragile areas, to allow temporary closure at critical times, (such as during breeding seasons), and to mimic or restore natural disturbances.

IV. OTHER INFORMATION (2,000 Characters Max)

Provide any other information you believe will give us a more complete understanding of your proposed project.

REQUIRED ATTACHMENTS SECTION

Links may be used to complement the application, but relevant documents or excerpts should be uploaded in the appropriate locations within the application on MiGrants. All uploads should have easily readable font sizes and information presented in a clear, concise format. Acceptable file types are doc, xls, jpeg, GIF, and pdf. The maximum file size per upload is 25 MB. All location maps, site development plans, boundary maps, and other graphic information should be formatted to 8.5 inches by 11 inches or other standard size. They should be clear, legible, detailed, and appropriately labeled. Grants Management staff use these materials to help evaluate your application and to find and evaluate your site.

Required Attachments for ALL Applications (Required to be uploaded in MiGrants):

- Environmental Compliance (NEPA)**
- Application and Revision Form**
- State Historic Preservation Office Document (SHPO)**

- Project location map**
- Conceptual site development plan**
- Boundary map** delineating the legal boundaries of the site
- Photographs of the site**
- Certified Resolution** from the governing body
-
- Agenda and Certified minutes of the public meeting** where the public hearing was held and certified meeting minutes where the resolution was passed by the governing body that is authorized to allocate matching funds for the application
- Notice of Intent Form** (PR5750-2) and **Transmittal Letter** to regional clearing house
- Plat or parcel map** with subject parcel(s) highlighted
- Copy of most recent deed or tax bill for the parcel(s)**
- Maintenance Plan**
- Letters of support** for the project
- Documentation of local match sources**
- Correspondence regarding regulatory permitting issues**, if applicable
- Expert documentation to support the features in Sections G and I**
- Environmental Report** if applicable based on **Application and Revision Form and Property**

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

REQUIREMENTS FOR APPLICATIONS

ENVIRONMENTAL COMPLIANCE (NEPA)

- This documentation should be uploaded in the Required Attachments Section under Environmental Information.
- LWCF projects will require the sponsor to utilize the U.S. Fish and Wildlife Service (USFWS), [Information for Planning and Consultation \(IPaC\)](#), planning tool to generate an official species and critical habitat list that may be within the acquisition area. Please select “Conduct a Regulatory Review”, which will generate a Michigan Determination Key Letter. If the generated list received after submitting the IPaC does not list species or critical habitat in the area, then compliance is complete. If there are listed species and/or critical habitat that may be affected the sponsor will be required to initiate formal consultation with the USFWS.

APPLICATION AND REVISION FORM

All applicable sections related to applicants’ information, acquisitions and environmental tables must be completed.

STATE HISTORIC PRESERVATION OFFICE DOCUMENT (SHPO)

LWCF grant applicants do not complete the entire cultural compliance process themselves. **Applicants are required to hire a Federally Qualified Archeologist to fill out the Section 106 application.** The [Michigan State Historic Preservation Office](#) will use the information provided in your application to determine if the acquisition and future development of the site will have an adverse effect or not. **You must submit your letter of no adverse effect from SHPO with your grant application in the MiGrants System.** If your project will have an adverse effect, it is likely the acquisition will not be approved to move forward by the NPS.

PROJECT LOCATION MAP

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

- **Project Location Map:** The project location map is required and should be sufficiently detailed so that a person (such as your regional grant coordinator or the NPS) unfamiliar with the site or your community can find it using only the map. The legible map should include street and road names, landmarks, and an indication of compass direction. If you are doing a trail or trailhead project, it is important to show connectivity to regional trails through maps.
- **Regional Plans:** Upload relevant pages of regional trail plans, motorized trail plans (ORV and/or snowmobile), water trail plans and promotional materials. Web links may be provided to supplement the uploads, but make sure to upload any relevant maps or sections of plans.

CONCEPTUAL SITE PLAN

Your plans for developing acquisition project sites may be at a more preliminary stage called a conceptual site plan. We will use as much information on your plans for the site as you provide in evaluating acquisition applications. At a minimum, you should depict your short-term plans for making the site available to the public upon acquisition. Please keep in mind that any proposed future development at the site you include in your conceptual plan, is required to be completed within three years of closing on the property. LWCF will not provide grant assistance for the proposed developed within those three years. Once you have completed the proposed development identified in your acquisition application, then you can apply for LWCF grant assistance for future development of the site.

6(F)3 BOUNDARY MAP

Any non-recreation uses must be excluded from the project area boundary. Normally, the entire park that receives LWCF support will be included in the boundary of the grant. However, in some cases it may make more sense to encumber a smaller area of a larger park if the smaller area can be considered a stand-alone recreation site. Factors to consider are whether the smaller area has its own access and parking, and if changes to the remainder of the site could impact the recreation uses of the grant-assisted site.

Boundary maps must match the legal description and clearly define the boundary of the area to be encumbered in perpetuity. The following must be included on the boundary.

- Clearly labelled "6 (f) (3) Boundary Map".
- The project boundary area must be outlined in red.
- Dimensions of the boundary lines if included within the legal description.
- A north arrow.
- Community name.
- Project name and grant number.
- Name of County.
- Total acreage.
- Facilities clearly labelled as either: 1) existing, or 2) proposed (as part of this grant).
- Permanent landmarks such as streets and water bodies as well as adjacent land uses clearly labelled.
- The location of any environmental intrusions and easements on or adjacent to the park site. Examples include overhead wires, railroad tracks and utility substations. Intrusions and easement may be shown on a spate map from the boundary map if this provides for a more legible end product.
- Signed and dated by the authorized representative of the grantee.

SITE PHOTOGRAPHS

Pictures should be labeled to indicate what is in the picture, the compass direction and how the picture relates to the site plan, such as the placement of proposed new facilities. Upload space is limited, and it is recommended that a photo sheet is created using Word, Adobe PhotoShop or PowerPoint. Please do not upload individual photos. File size is limited to 25 MB per upload.

CERTIFIED RESOLUTION

The governing body of the local unit of government must pass a resolution authorizing the application within six months prior to the application deadline. Resolutions passed to approve a recreation plan will not meet this requirement. See Appendix F for a resolution template. The resolution should:

- List and commit to the match, as a dollar amount and percentage of the total project cost, and to all source(s) of match as specified in the application
- Be sealed and signed by the Clerk or otherwise authenticated
- If the applicant chooses to increase the grant request or match amount after April 1st, but before October 1, a new resolution must be uploaded in the application.

MINUTES OF THE PUBLIC MEETING

Upload the agenda and the certified copy of the complete set of minutes from the meeting held to receive public comment about the project. If comments were made about the project by the public, those comments must be included in the minutes. If there was opposition to the project expressed at the meeting, the application should include a discussion of the steps taken or that will be taken to address the concerns raised. Upload a copy of the agenda and meeting minutes. Do not use links to minutes on websites. If there were separate meetings for the public comment and when the highest governing body passed a resolution supporting the application, provide certified copies of both sets of meeting minutes and agendas.

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

The regional planning agency for your county must be notified of your application through receipt of a *Notice of Intent Form* prior to submittal of the application. Include a copy of the transmittal conveying the *Notice of Intent Form* or other evidence that the form was submitted to the regional planning agency, as well as a copy of the completed form. The addresses of the regional planning agencies are listed on the back of the Notice of Intent form.

PLAT OR PARCEL MAP

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

MOST RECENT DEED AND TAX BILL FOR THE PARCEL TO BE ACQUIRED

Upload the most recent deed and tax bill(s) for the parcel(s) to be acquired.

MAINTENANCE PLAN

Include a simple management plan including invasive species control where relevant and demonstrate the ability to fund maintenance such as a millage, annual budget, staffing, etc.

LETTERS OF SUPPORT

Upload to MiGrants any letters of support that you receive from the general public, local businesses, homeowner's associations, legislators, and any other entity showing support and public awareness of your project. Letters of support received after the application deadline should be retained and submitted during the Supplemental Information period. Please do not mail or email support letters to Grants Management.

DOCUMENTATION OF MATCH COMMITMENT(S)

By October 1st of the year you apply, you must provide written documentation for the match sources you indicated on your application form, as follows:

- If any portion of the match is to be made up of funds from **other grant funding sources**, include a copy of the notification of award and information on the scope of work and budget provided in the other grant application. Grant applications which have not been awarded are not considered secure match.
- If any portion of the match is to be made up of **cash donations**; include a letter from each donor committing to their donation.
- If the donor is an **adjacent community** contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.
- For **land donations**, the letter from the donor must commit to a percentage of the appraised and DNR-approved market value of the property and a cash value. This source of match can only be used for acquisition projects. The value of real property donated to the project sponsor by private organizations or individuals will be eligible for match, as determined by an appraisal. The land acquired cannot be subject to any restrictions that might limit its intended public recreation use. Donations required by law, court order or regulation are ineligible as the match.
- General fund should be committed within the certified resolution of the governing body.

CORRESPONDENCE REGARDING PERMITTING ISSUES

Permits - The pre-application process should be completed with the Department of Environment, Great Lakes and Energy to determine if the project can be permitted prior to the October 1 deadline or prior to applying.

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

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

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

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

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

- Michigan Department of Natural Resources fish and wildlife biologists,
- Ecological consultants,
- Regional land trust or conservancy staff, and
- Members of clubs and organizations, such as a local birding or sportsman's club.

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

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

ENVIRONMENTAL REPORT

If your project site has current or past uses that suggest there may be contamination, or if you have inadequate information about site conditions, you are required to prepare an environmental report. See Section F: Site Conditions for more details.

ADDITIONAL INFORMATION SECTION

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

- List any parks within your system for which you have a "residents only" policy.
- Discuss any parks which you have closed, sold or transferred in the last 5 years. Describe the reason, process and outcome. Were any of these parks purchased or developed with recreation grant funds?
- Discuss any health advisories for the water bodies accessed by your project. Describe how these advisories will affect the use of the site and your proposed facilities.

CERTIFICATION

SIGNATURE

The application must be submitted by the Authorized Official registered in MiGrants who represents the local unit of government applying for MNRTF grant assistance. This person must be legally authorized to act on behalf of the community to make a commitment of the necessary resources to complete the project.

By submitting the application, the local unit of government is certifying that they:

1. Has read and understand all of the information included in the LWCF Application Guidelines booklet (IC1905) and this application form, and
2. Is prepared to commit the necessary resources to complete the project as proposed, including sufficient funding to initiate the project prior to receiving reimbursement of costs incurred, and
3. Is prepared to dedicate the entire area funded with LWCF grant assistance, as described in the project agreement, to public outdoor recreation in perpetuity.

CHAPTER 3: SUBMITTING DOCUMENTS IN MiGRANTS

Applications must be submitted in MiGrants. Because the system utilizes e-mail notifications for updates, it is important to monitor your email to ensure deadlines are met. This application guideline booklet provides additional instruction and should be reviewed thoroughly by the applicant.

SUBMITTING AN APPLICATION

The Authorized Official is the only role which can initiate and submit a grant application. Other staff can be added to the local unit of government's MiGrants account (Agency Staff, Financial Staff, etc.) and then added to the application document. Consultants can also be added to the document. These other roles can make changes to pages which have been initiated by the Authorized Official. The following are steps to submit an application.

1. Authorized Official access MiGrants.
2. In the "My Opportunities" box look for the grant you want to apply for and click on it to initiate an application. If you have an application from a past application cycle that wasn't funded, you can select that application to Copy Forward. If not, leave Don't Copy Forward in the drop-down menu. You have now created an LWCF application.
3. The Landing Page will appear after you initiate the application and every time you open a saved application. The Application Number is listed in document information. **Please note:** after you have completed steps 1-2 above, you have initiated an application and there is a document number exclusive to that application. It will be in a format similar to this – LW25-1234. If you leave this page and want to return to it, login and click on the Searches tab and search for the application number. If you use steps 1-2 above again, it will create a brand-new application. If you need to start multiple applications complete all of the steps listed above.
4. Use the left-navigation menu and complete all application pages listed under Forms. The Authorized Official, Agency Staff or Consultant can upload and make changes to application pages in the system. Make sure to save after each upload, after making changes to a page or before navigating away from the page. Changes will not automatically be saved.
5. Once all pages are complete and there are not any page errors, the Authorized Official must change the status to submit the application.
6. On the left-hand navigation menu go to Status Options, then click "Application Submitted". This is the menu you will go to throughout the application process to change the status.
7. Make sure the application is submitted, by changing the status, before the application deadline or you will be unable to complete the application process.

ADMINISTRATIVE COMPLETENESS

After your application is submitted, your Grant Coordinator will complete an administrative completeness review. This is a preliminary review of required documents such as the notification of public meeting and meeting minutes, and does not include qualitative evaluation of the submitted materials.

You will be given a period of time to provide missing information. At this time, you will only be allowed to upload the documents identified in the administrative completeness review. You must upload those documents in the Required Attachments Section of the application. You must not delete or alter any portion of the application. New documents must be identified in the file name with the ending, updated and the date.

Failure to provide the required documents may cause the application to be ineligible for consideration.

When the documentation is uploaded and saved, the Authorized Official will submit the changes by changing the status to "Additional Information Submitted".

SUBMITTING SUPPLEMENTAL INFORMATION

After you received your preliminary grant scores there will be a period to upload supplemental material to clarify information or to try to increase your score. To participate in the supplemental information, the Authorized Official must change the status to "Supplemental Information in Process". You will only be able to modify Section B: Project Funding and Explanation of Match Sources, Section C1/C2: Project Details and the Supplemental Information pages. Save the page after making changes or uploading documents before you move onto another

section or submit the supplemental information.

- If you are modifying the grant request amount, match amount, or match source you must update Section B. The totals for Section B and Section C1/C2 must be the same. Increasing the application request or match requires a new resolution to be uploaded during the supplemental period.
- If you are modifying the scope items or parcel information you must modify Section C1/C2.
- The Supplemental Narrative Page includes a narrative box and an area to upload documents.
 - Uploads are limited to 25 MB. For another upload box to appear you must save a document. You are limited to 10 upload boxes, so you may have to combine documents.
 - If you are adding scope items, they will not be counted if they are only listed in the narrative. They must be added to Section C2.
- After you have completed uploads, the Authorized Official must submit the revised application by changing the status to “Supplemental Information Submitted”.

GENERAL MiGRANTS INFORMATION

MiGrants Notifications – The Authorized Official and anyone else who is added to the application document in MiGrants will get 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 e-mail notifications from MiGrants. System messages will come from the e-mail address migrants-noreply@michigan.gov. If you receive an e-mail, it may direct you to complete additional steps or pages. For additional information on utilizing the MiGrants system please refer to the [MiGrants information page on the DNR's website](#).

CHAPTER 4: APPLICATION SCORING CRITERIA

Applications will be scored based on the specific information provided in the application. In most cases, Grants Management staff will also visit a site as part of the application evaluation process.

1. PUBLIC SUPPORT	POINTS
A. The proposed project received multiple support documents by diverse stakeholders in the community. The applicant is addressing any public opposition or concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	10
B. The proposed project received minimal support documents. The applicant is addressing any public opposition or concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered	5
C. The proposed project received no support documents.	0
Maximum Possible Points (A or B or C)	10
2. PROPOSED MAINTENANCE	POINTS
A. Maintenance plan demonstrates a sufficient detail of dedicated funding, operational staff, multi-year contracts, or formal endowments which relate to continual and on-going care of the proposed improvements.	10
B. Maintenance plan provides insufficient details to show that there will be continual and on-going care of the proposed improvements.	0
Maximum Possible Points (A or B)	10
3. SITE QUALITY	POINTS
A. Ability to Get to the Site—The park can be directly and safely accessed and is appropriately located for the type of project.	25
B. Compatibility— Site is compatible with its intended purpose. Site is compatible with the proposed site design, if the site is to have developed facilities in the future. Site design is clear and understandable	25
C. Conservation or Green Space Planning – Proposed project is part of a local or regional plan which focuses on land conservation or green space planning.	20
Maximum Possible Points (A + B + C)	70
4. FINANCIAL NEEDS OF THE APPLICANT	POINTS
DNR will score this section based on available statewide data and the geographical location of the proposed project using United Way's ALICE (Asset Limited, Income Constrained, Employed) index.	5-40
Maximum Possible Points	40
5. APPLICANT HISTORY	POINTS
A. Applicant has not received an acquisition grant from the recreation grant programs in the past 10 years. (MNRTF, LWCF)	25

5. APPLICANT HISTORY	POINTS
B. Per capita acquisition grant assistance received by the applicant in the past 10 years is less than the median value awarded to all communities over the past 10 years.	10
C. Per capita acquisition grant assistance received by the applicant in the past 10 years exceeds the median value awarded to all communities over the past 10 years.	0
D. Compliance with program procedures: The applicant is in compliance with all requirements at park sites that have been acquired or developed with recreation grant assistance in the past, including plaque requirements. Also, the applicant has complied with Department procedures while completing grant-assisted projects in the past 5 years. Issues that are evaluated and considered::	
<ul style="list-style-type: none"> • Required DNR reviews of plans, specifications, and bidding packages • Required DNR reviews of contacts prior to awarding • Submittal of final reimbursements within 90 days after project completion • Documented history of non-responsiveness to open and active grants • Performance of long-term grant obligations including post completion self-certification reports and plaque photos 	25
E. Applicant has a formal recreation department, division or parks committee/board.	15
F. Conversion History: Applicant has a known unresolved conversion of a grant-assisted site to a use that does not qualify as public outdoor recreation (applies to all grant programs).	-50
Maximum Possible Points (A or B or C) + D + E + F	65

6. ENTRANCE FEES	POINTS
A. No planned entrance fees OR Site will be readily accessible by methods other than the automobile and there will be no entrance fee when using alternative methods to the park (e.g., public transportation, bicycle, walk-in) OR there will be an entrance fee with partial or complete waiver available and the waiver policy is likely to be effective in bringing in people with low incomes into the park.	25
B. There will be an entrance fee with partial or full waiver but effectiveness bringing people with low income into park is questionable OR Park Entrance fee will be waived, reduced or by donation-only on a regular basis.	15
C. There will be an entrance fee with no waiver.	0
Maximum Possible Points A or B or C	25

7. NATURAL RESOURCE ACCESS AND CONSERVATION	POINTS
A. The project will effectively implement the priorities in Michigan's Wildlife Action Plan to conserve the most imperiled or rare species and community types, or include Critical Dune Areas, frontage on Great Lakes or their connecting water bodies (Detroit River, St. Mary's River, St. Clair River, or Lake St. Clair), frontage on Designated Natural Rivers, land that is or will become part of a dedicated wilderness, natural area, Pigeon River Country State Forest, or effectively implement the priorities of the State Forest Management Plan.	70
B. The project will conserve or provide direct access to documented high-quality natural communities or resources, rivers, or lakes which are not listed in criteria A.	55
C. The project will conserve or provide direct access to a commonly found natural resource.	35
D. The acquisition and intended use of the property will provide minimal natural resource conservation or access OR no natural resource values were noted in the application materials.	0
E. Project will provide a good quality hunting, fishing or wildlife viewing opportunity.	20
Maximum Possible Points (A or B or C or D) + E	90

8. REGIONALLY SIGNIFICANT	POINTS
A. The Department has determined that the project is regionally significant to their prosperity region, the state of Michigan, the Midwest, or the country through a combination of their planning processes, diversified partners, and uniqueness and significance of natural resources or recreational opportunities. In addition, the project would provide public natural resource based recreational opportunities that are not otherwise available within a reasonable distance. When viewed in its entirety, the project is likely to significantly affect the quality of life for the regional community and visitors.	50
B. The project was not determined to be regionally significant to the prosperity region, that of Michigan, the Midwest, or the Country.	0
Maximum Possible Points A or B	50
TOTAL POSSIBLE POINTS	370

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

BEGINNING THE PROJECT

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

- The Department will have to submit a federal application package to the NPS for approval. The NPS will evaluate each recommended project for completeness and notify DNR of all approved projects.
- Recommendation of the approval of the grants by the Administrative Board within the Department of Technology, Management and Budget (DTMB) for grants over \$500,000.00.
- Execution of a formal Project Agreement between the Department and the grantee.

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

- The grantee may not take title to project lands until Federal (NPS) approval is granted, a local agreement has been executed, and a formal Notice to Proceed has been issued to close or take title to the land or rights in land.

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

REQUIREMENTS FOR PROJECT COMPLETION

Following is a brief description of some of the key procedures and requirements for approved projects. For more detail on these procedures, consult the booklet *Acquisition Project Procedures*.

Using Professional Services: Grantees are required to retain professional services to complete certain portions of their project (1980 PA 299). For acquisition projects, the grantee will be required to retain a qualified appraiser (MAI, Certified General or equivalent) to complete the appraisal. The appraisal must be prepared in accordance with the *Uniform Appraisal Standards for Federal Land Acquisitions* (Interagency Land Acquisitions Conference, 1992), commonly referred to as "Yellow Book". Appraisals and preliminary title documents must be approved by the State before negotiations begin. A letter of certification (appraisal review) from an independent qualified appraiser is required for each acquisition project. Grantees will be required to contract directly with an appraiser from the list for the appraisal review state-certified general appraiser to complete one or more appraisals. For all acquisition the grantee may need to hire a qualified environmental consultant to assist them in conducting due diligence, and if necessary, determining necessary due care actions regarding environmental contamination.

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

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

Payment of Grant Funds: Two options exist for acquisition projects: 1) Single reimbursement request made after the property is acquired, or 2) Escrow closing where the DNR provides funding for a portion of the project at closing.

Because grantees must initially cover the project cost and wait for reimbursement (except for escrow closing), applicants should ensure they have adequate funds to complete the purchase prior to reimbursement.

RESPONSIBILITIES FOLLOWING PROJECT COMPLETION

1. Retention and Use

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

2. Operation and Maintenance

Sites acquired with an LWCF grant shall be operated and maintained as follows:

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

3. Nondiscrimination and Public Access

The project site shall be open to appropriate entry and use by all persons regardless of race, color, national origin, age, marital status, height, weight, religion, sex, residency, or disability. **“Residents only” policies are not allowed for grant-assisted sites.**

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

4. Compliance Inspections

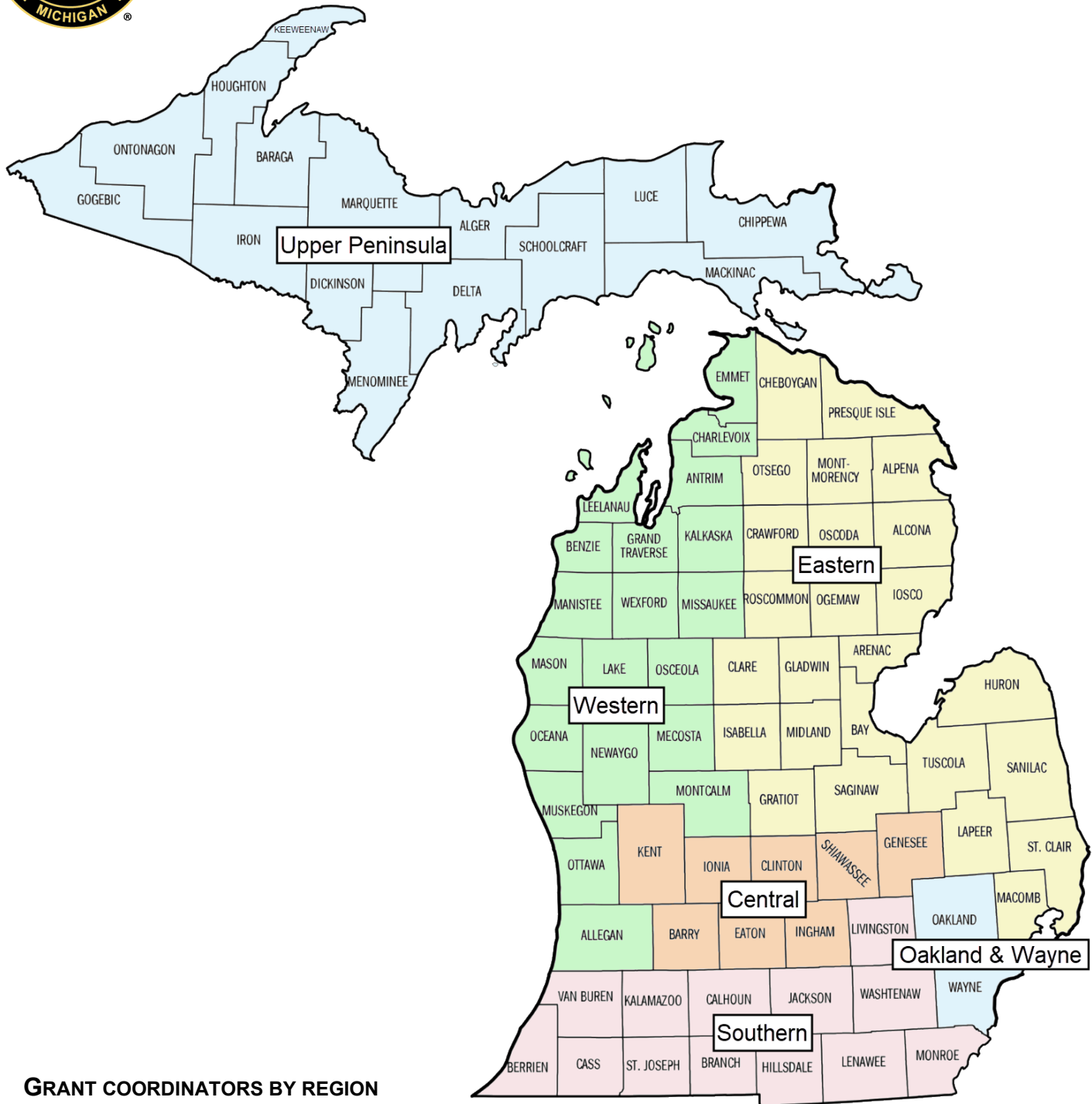
The Department will carry out periodic inspections after project completion. Grant recipients will be notified of any compliance issues raised by an inspection and are obligated to address them in a timely manner. Grant recipients may be required to periodically self-inspect and self-certify the site if Grants Management staff is unavailable for inspection.

OTHER RECREATION GRANT PROGRAMS AVAILABLE

The Department of Natural Resources: The Department administers a number of grant programs aimed at providing or enhancing public recreation opportunities. Potential applicants are encouraged to explore these funding programs. Please visit our web site at www.Michigan.gov/DNR-Grants.



APPENDIX B: RECREATION GRANT REGIONAL REPRESENTATIVES



GRANT COORDINATORS BY REGION

Upper Peninsula and Oakland and Wayne counties: Merrie Carlock, 248-410-5892 or CarlockM@Michigan.gov

Eastern Region: Samantha Davis, 517-599-4450 or DavisS46@Michigan.gov

Western Region: Charamy Cleary, 517-599-4565 or ClearyC1@Michigan.gov

Central Region: Riley Millard, 517-927-4037 or MillardR2@michigan.gov

Southern Region: Kelsey Deitz, 517-388-8473 or dietzk2@michigan.gov

See page 2 for additional grants contacts.

ADDITIONAL GRANTS CONTACTS

Clay Summers, Grants Section Manager:
517-388-0295 or summersc4@michigan.gov

Jon Mayes, Recreation Grants Unit manager and Michigan Natural Resources Trust Fund program manager: 517-284-5954 or MayesJ@Michigan.gov

Christie Bayus, Land and Water Conservation Fund, Marine Safety Grants and Recreation Passport Grant programs manager: 517-242-8737 or BayusC@Michigan.gov

Erin Campbell, Invasive Species Grant program manager and conversion officer: 269-300-9698 or CampbellE6@Michigan.gov

Chip Kosloski, Wildlife Habitat Grant, Fisheries Habitat Grant and Michigan Boating Pumpout Grant programs manager: 517-284-5965 or KosloskiC3@Michigan.gov

Michael Chuff, Michigan Natural Resources Trust Fund financial specialist:
517-284-5951 or ChuffM@Michigan.gov

Krista Dickerson, Grants Payment Officer:
517-284-5816 or DickersonK1@Michigan.gov

Dawn Miller, Grants Payment Officer:
517-284-0967 or MillerD71@michigan.gov

Olivia Sanchez, Grants Payment Officer:
517-388-6216 or sanchezo1@michigan.gov

Dominic Kline, Student Assistant
klineD5@michigan.gov

APPENDIX C: SAMPLE RESOLUTIONS

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

WHEREAS, _____ supports the submission of an application titled, “_____” to the _____ (*grant program*) for _____ (*acquisition*) of _____ (*project description*) at _____ (*location or park name*); and,

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

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

NOW THEREFORE, BE IT RESOLVED that _____ hereby authorizes submission of a _____ (*grant program*) Application for \$ _____, and further resolves to make available its financial obligation amount of \$ _____ (___ %) of a total \$ _____ project cost, during the 20__-20__ fiscal year.

AYES:
NAYES:
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by _____ of _____ at their regular meeting held on _____ 20__, at _____ p.m. in _____, with a quorum present.

Clerk

Dated: _____

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

WHEREAS, _____ supports the submission of an application titled, “_____” to the _____ (*grant program*) for _____ (*acquisition*) of _____ (*project description*) at _____ (*location or park name*); and,

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

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

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

_____ (list organization)	\$_____ (donated amount)
_____ (list organization)	\$_____ (donated amount)
Total	\$_____ (sum of donations)

NOW THEREFORE, BE IT RESOLVED that _____ hereby authorizes submission of a _____ (*grant program*) Application for \$_____, and further resolves to make available a local match through financial commitment and donation(s) of \$_____ (___%) of a total \$_____ project cost, during the 20__-20__ fiscal year.

AYES:
NAYES:
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by _____ of _____ at their regular meeting held on _____ 20__, at _____ p.m. in _____, with a quorum present.

Clerk

Dated: _____

SAMPLE RESOLUTION – LOCAL SUPPORT FOR DNR LWCF PROJECTS

WHEREAS, _____ supports the Department of Natural Resources' (DNR) submission of an application titled, " _____ " to the Land and Water Conservation Fund for _____ (acquisition) of _____ (project description) at _____ (location or park name); and,

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

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

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

NOW THEREFORE, BE IT RESOLVED that _____ hereby supports submission of a Land and Water Conservation Fund Application for _____, by the DNR.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by _____ of _____ at their regular meeting held on _____ 20__, at _____ p.m. in _____, with a quorum present.

Clerk

Dated: _____

APPENDIX D: NOTICE OF INTENT FOR RECREATION GRANT PROJECTS (FORM PR5750-2)

Michigan Department of Natural Resources – Grants Management



NOTICE OF INTENT FOR RECREATION GRANT PROJECTS

This information is requested by authority of Part 19, Act 451 of 1994, to be considered for a LWCF grant.

1. Name of Project	2. Date
3a. Identity of the applicant agency, organization, or individual:	3b. Indicate below the representative of the applicant to contact for additional information regarding this notice:
	Name
	Address (Street/PO Box)
	City, State, ZIP Code
	Telephone ()
4a. Agency from which assistance will be sought: <input type="checkbox"/> Michigan Department of Natural Resources	Name of Program: _____ Public Law or USC#: _____ <input type="checkbox"/> Michigan Natural Resources Trust Fund Part 19 of Act 451 of 1994
5. Estimated Cost: FEDERAL: _____ STATE: _____ OTHER: _____ TOTAL: _____	6. Estimated date by which time the applicant expects to formally file an application: 7. Geographic location of the project to be assisted: (indicate specific location as well as city or county. Attach map if necessary).
8. Brief description of the proposed project. This will help the clearinghouse identify agencies of state or local government having plans, programs, or projects that might be affected by the proposed project:	
8a. Type of project:	
8b. Purpose:	
8c. General size or scale:	
8d. Beneficiaries (persons or institutions benefited):	
8e. Indicate the relationship of this project to plans, programs, and other activities of your agency and other agencies (attach separate sheet if necessary):	

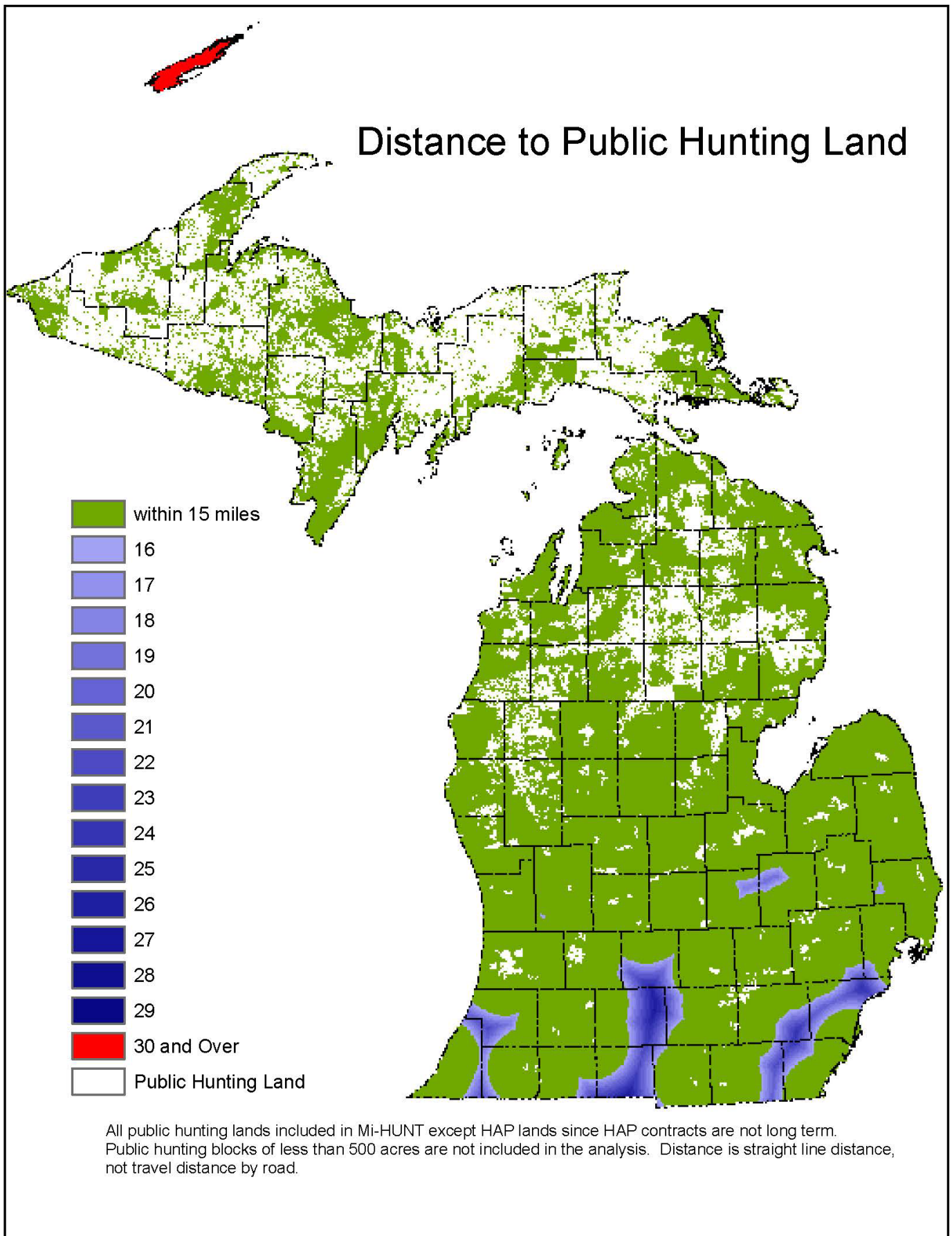


AREA WIDE RECREATION AND PLANNING CLEARINGHOUSES

This information is requested by authority of Part 19, Act 451 of 1994, to be considered for a MNRFT grant.

<p>PLANNING REGION 1. LIVINGSTON, MACOMB, MONROE, OAKLAND, ST. CLAIR, WASHTENAW, & WAYNE COUNTIES NOTE: Paper submissions will be denied. Submit by email: infocenter@semcog.org (include email receipt with application)</p>	<p>SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS (SEMCOG) 1001 WOODWARD AVE., SUITE 1400 DETROIT, MI 48226-1904 PHONE: (313) 961-4266 FAX: (313) 961-4869</p>
<p>PLANNING REGION 2. HILLSDALE, JACKSON, & LENAWEE COUNTIES</p>	<p>REGION 2 PLANNING COMMISSION JACKSON COUNTY TOWER BLDG., 9TH FLOOR 120 W MICHIGAN AVE. JACKSON, MI 49201 PHONE: (517) 788-4426 FAX: (517) 788-4635</p>
<p>PLANNING REGION 3. BARRY, BRANCH, CALHOUN, KALAMAZOO, & ST. JOSEPH COUNTIES</p>	<p>SOUTH CENTRAL MICHIGAN PLANNING COUNCIL 300 S WESTNEDGE AVE KALAMAZOO, MI 49007 PHONE: (269) 385-0409 FAX:</p>
<p>PLANNING REGION 4. BERRIEN, CASS, & VAN BUREN COUNTIES</p>	<p>SOUTHWEST MICHIGAN PLANNING COMMISSION 376 WEST MAIN STREET, SUITE 130 BENTON HARBOR, MI 49022-3651 PHONE (269) 925-1137 FAX: (269) 925-0288</p>
<p>PLANNING REGION 5. GENESEE, LAPEER, & SHIAWASSEE COUNTIES</p>	<p>GLS REGION V PLANNING AND DEVELOPMENT COMMISSION 1101 BEACH ST., ROOM 223 FLINT, MI 48502-1470 PHONE: (810) 257-3010 FAX: (810) 257-3185</p>
<p>PLANNING REGION 6. EATON, INGHAM, & CLINTON COUNTIES</p>	<p>TRI-COUNTY REGIONAL PLANNING COMMISSION 3135 PINE TREE ROAD, SUITE 2C LANSING, MI 48911-4234 PHONE: (517) 393-0342 FAX: (517) 393-4424</p>
<p>PLANNING REGION 7. ARENAC, BAY, CLARE, GLADWIN, GRATIOT, HURON, IOSCO, ISABELLA, MIDLAND, OGEMAW, ROSCOMMON, SAGINAW, SANILAC & TUSCOLA COUNTIES</p>	<p>EAST MICHIGAN COUNCIL OF GOVERNMENTS 3144 DAVENPORT AVE., SUITE 200 SAGINAW, MI 48602-3494 PHONE: (989) 797-0800 FAX: (989) 797-0896</p>
<p>PLANNING REGION 8. ALLEGAN, IONIA, KENT, MECOSTA, MONTCALM, OSCEOLA, & OTTAWA COUNTIES</p>	<p>WEST MICHIGAN REGIONAL PLANNING COMMISSION 1345 MONROE AVENUE, NW, SUITE 255 GRAND RAPIDS, MI 49505-4670 PHONE: (616) 774-8400 FAX: (616) 774-0808</p>
<p>PLANNING REGION 9. ALCONA, ALPENA, CHEBOYGAN, CRAWFORD, MONTMORENCY, OSCODA, OTSEGO, & PRESQUE ISLE COUNTIES</p>	<p>NORTHEAST MICHIGAN COUNCIL OF GOVERNMENTS 80 LIVINGSTON BLVD., SUITE U-108 GAYLORD, MI 49734 PHONE: (989) 705-3730 FAX: (989) 732-5578</p>
<p>PLANNING REGION 10. ANTRIM, BENZIE, CHARLEVOIX, EMMET, GRAND TRAVERSE, KALKASKA, LEELANAU, MANISTEE, MISSAUKEE, & WEXFORD COUNTIES</p>	<p>NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS PO BOX 506 TRAVERSE CITY, MI 49685-0506 PHONE (231) 929-5000 FAX: (231) 929-5012</p>
<p>PLANNING REGION 11. CHIPPEWA, LUCE, & MACKINAC COUNTIES</p>	<p>EASTERN UPPER PENINSULA REGIONAL PLANNING AND DEVELOPMENT COMMISSION 1118 E. EASTERDAY AVE. SAULT STE. MARIE, MI 49783 PHONE: (906) 635-1581 FAX: (996) 635-9582</p>
<p>PLANNING REGION 12. ALGER, DELTA, DICKINSON, MARQUETTE, MENOMINEE, & SCHOOLCRAFT COUNTIES</p>	<p>CENTRAL UPPER PENINSULA PLANNING AND DEVELOPMENT REGIONAL COMMISSION 2950 COLLEGE AVE. ESCANABA, MI 49829 PHONE: (906) 786-9234 FAX: (906) 786-4442</p>
<p>PLANNING REGION 13. BARAGA, GOGEBIC, HOUGHTON, IRON, KEWEENAW, & ONTONAGON COUNTIES</p>	<p>WESTERN UPPER PENINSULA REGIONAL PLANNING AND DEVELOPMENT COMMISSION 326 SHELDON AVE. PO BOX 365 HOUGHTON, MI 49931 PHONE: (906) 482-7205 FAX: (906) 482-9032</p>
<p>PLANNING REGION 14. LAKE, MASON, MUSKEGON, NEWAYGO, & OCEANA COUNTIES</p>	<p>WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION PO BOX 387 / 316 MORRIS AVE., SUITE 340 MUSKEGON, MI 49443-0387 PHONE: (231) 722-7878 FAX: (231) 722-9362</p>

APPENDIX E: PUBLIC LAND STRATEGY ZONE MAP



APPENDIX F: SIGMA VSS ACCOUNT INSTRUCTIONS



REGISTER A NEW ACCOUNT IN SIGMA VENDOR SELF SERVICE (VSS)



A. Access SIGMA Vendor Self Service.

1. In an internet browser, **enter the URL: Michigan.gov/SIGMAVSS**
2. **Select Register.**

Note: SIGMA VSS is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6. Please disable your pop-up blocker in order to access all parts of the site.

B. Search for your account.

1. On the Memorandum of Agreement page, select **Accept Terms.**
2. On the Registration **Tips** page, select **Next.**
3. **On the Search for an Existing Account/Results Found page, enter Company or Individual search criteria and select Search.**

C. Register a new account.

1. If no results are found, select **New Registration.**

D. Enter user information.

1. On the My User Information page, enter the required fields.

Note: The password must contain a number, an upper- and lower-case letter and one of the following symbols: @ \$ # %. The password cannot contain the User ID or the word password.

2. **Select Next.**
3. **Verify the Email Address displayed and select Next.**
4. **Select Close Browser.**

Note: Your registration is started but your account is not active yet. VSS sends a verification email to the email entered in the My User Information page. Follow the instructions in the Email to access VSS and complete your registration.

E. Log in to VSS.

1. Select the link in your email to access VSS.
2. On the Login page, enter your **User ID** and **Password.**
3. Select **Login.**

F. Add new vendor account and password information.

1. Select the appropriate **TIN Type.**
2. Select the appropriate **Classification Type.**
3. If Healthcare Provider, select **Yes.**
4. **Select Next.**
5. In the Vendor Verification Based on field, enter your choice of text.
6. In the Vendor Verification Password field, enter your choice for a password.
7. In the Confirm Verification Password field, enter the same password.

Note: Healthcare Providers should enter their National Provider Information (NPI) in the National Provider ID field.

G. Add Name and 1099 information.

1. Enter your Legal Name, TIN and legal address information.

H. Add EFT information.

1. Select the bank's ABA Number, select the Account Type, and enter the Account Number.

Note: Healthcare Providers should enter Financial Institution Information and select the appropriate Account Number Linkage to Provider Identifier.

2. Select **Next**.

Note: VSS validates the address against valid postal code standards and a message is presented at the top of the screen. The system defaults to the Corrected Address as shown by the check mark but you have the option to use the Original Address entered or accept the Corrected Address option.

3. Confirm the correct address is selected and select **Next**.

I. Respond to the Address Information Questionnaire.

1. Select **Yes** or **No** to respond to the three questions.
2. Select **Next**.

J. Add address and contact information.

1. Read the user instructions at the top of the screen.
2. In the Phone field, enter your phone number.
3. In the Contact Information fields, enter the required information.
4. Select **Next**.

K. Add additional business information.

1. In the Attachments section, select **Add** to upload supporting documents.
2. In the Commodities section, select **Add** to add commodities to your account.

Note: Adding commodities gives you the ability to receive email notifications regarding State of Michigan Business and Grant Opportunities.

3. Select **Next**.

L. Review and submit the registration.

1. On the Registration Summary page, review the information and select an Update Information link to make any changes.
2. If no changes are needed, select **Submit Registration**.
3. **Review the IRS W-9 Perjury Statement that displays and select OK.**
4. **Review the EFT Perjury Statement that displays and select OK.**

M. Complete the registration.

1. Record your new Vendor Customer ID number.
2. Download your Substitute W-9 form for your records.
3. Select **Print this Page** to print hard copy of your registration form.
4. Close the Browser.

N. Access SIGMA VSS.

1. On the VSS Home Page, enter the User ID and Password.
2. Select **Login**. Your Account Summary page displays.
3. Use the scroll bar and tabs to review your Account Information.



ACTIVATE AN EXISTING SIGMA VENDOR SELF SERVICE (VSS) ACCOUNT



A. Access SIGMA Vendor Self Service.

1. In an internet browser, **enter the URL: Michigan.gov/SIGMAVSS**
2. **Select Register.**

Note: SIGMA VSS is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6. Please disable your pop-up blocker in order to access all parts of the site.

B. Search for your account.

1. On the Memorandum of Agreement page, select **Accept Terms**.
2. On the **Registration Tips** page, select **Next**.
3. **On the Search for an Existing Account/Results Found page, enter Company or Individual search criteria and select Search.**

C. Activate an existing account.

1. Confirm the Legal Name of the existing account displays in the search results.
2. **Select the Click Here to Activate Your Account link.**

Note: If no results are found, refer to the instructions for **New Vendor Registration**.

D. Verify existing account.

1. On the Account Verification page in the Vendor Verification Password field, enter your State of Michigan Contact & Payment Express (C&PE) User ID as your temporary VSS password.

Note: This field must be entered in all capital letters.

2. **Select Submit.**

E. Enter user information.

1. On the My User Information page, enter the required fields.

Note: The password must contain a number, an upper and lower case letter and one of the following symbols: @ \$ # %. The password cannot contain the User ID or the word password.

2. **Select Next.**

F. Submit the activation registration.

1. On the Verify & Submit Registration page, select **Submit Registration**.

Note: The five messages shown are informational messages only.

G. Access SIGMA VSS.

1. On the VSS Home Page, enter the User ID and Password.
2. Select **Login**. Your Account Summary page displays.

APPENDIX G: USING THE MICHIGAN DETERMINATION KEY FOR FEDERAL ENDANGERED SPECIES REVIEW

Under section 7 of the Endangered Species Act of 1973 (ESA), a Federal agency or its designated representative must determine whether their proposed projects may affect threatened and endangered species or designated critical habitat. In addition to the ESA, section 404 of the Clean Water Act of 1977 (CWA) regulates the discharge of dredged or fill material into waters (including wetlands) of the United States.

Regulations require that activities permitted under the CWA (including wetland permits issued by the Michigan Department of Environment, Great Lakes, and Energy) not jeopardize the continued existence of species listed as endangered or threatened.

This Quick Sheet gives an overview of how to use the U.S. Fish & Wildlife Service's Information for Planning and Conservation (IPaC) tool to obtain a species list and use a determination key to make determinations on effects to listed species.

Process Overview

1. **Define the Action and Action Area for your Project.** The Action Area under ESA regulations includes all areas to be affected directly or indirectly by the action and not merely the immediate area involved in the Action. For example, for a culvert replacement that will change water-level elevations, the Action Area not only includes the areas where the culvert replacement will occur, but also the areas where water-levels will change. Other effects included in an Action Area are those that occur downstream of the immediate project area (e.g., areas affected by sedimentation, water quality changes, etc.).
2. **Obtain an Official Species List.** Go to the IPaC website <https://ipac.ecosphere.fws.gov/>. Select Get Started. You may need to register for an account. Define the action area as described above. Be sure to add a detailed Project Description (click Define Project), including details on the various components of your project, timing, and duration.
3. Next Step: Determination Keys. Select the All Species Michigan Determination Key. Answer questions about your project and how it might impact listed species. Do not continue with Consultation Package Builder in IPaC if prompted. Include a copy of your Dkey output letter with your LWCF application.
4. **Need more help? For more information:**
Detailed instructions: <https://www.fws.gov/media/mifo-ipac-instructions>
Youtube demonstration video: <https://youtu.be/FfcerNCiL0I>
Or email MIFO_Dkey@fws.gov for assistance.

About the Michigan Dkey

The Michigan Dkey covers routine, small scale projects. For projects with limited potential impact to threatened or endangered species, you may be able to get a Fish & Wildlife Service (FWS) concurrence letter from IPaC. Often you will need to agree to certain conservation measures.

<https://ipac.ecosphere.fws.gov/> For some projects, additional coordination may be needed. The Dkey is not intended to cover every project. For example, the Dkey will not cover wind energy development, some communications towers, aerial or other broad application of chemicals, or projects that have already occurred. For some projects, the FWS will need additional details to determine the extent to which listed species may be impacted. If you get a "May Affect" letter, please contact MIFO_Dkey@fws.gov for assistance. Entering detailed project information into IPaC and using the Dkey will expedite your review.