2022
LAND AND WATER CONSERVATION FUND
OPEN PROJECT SELECTION PROCESS

APPLICATION GUIDELINES

For information or assistance on this publication,

Telephone: (517) 284-7268 (517-28-GRANT)

FAX: (517) 241-0013

On the web at *http://www.Michigan.gov/DNR-Grants*

MiGrants Online Application System

www.migrants.intelligrants.com

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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 development 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: www.migrants.intelligrants.com.

IMPORTANT INFORMATION

The Department of Natural Resources (DNR) has not received notification from the National Park Service (NPS) of the dollar amount or availability of an apportionment for the 2022 Land and Water Conservation Fund stateside grant awards. In order to be on schedule should an apportionment be allotted; we are asking potential grantees to complete and submit grant applications. If an apportionment is received, then the DNR will be in a position to continue the process of selecting projects for submission to the NPS. Applicants will be notified if no apportionment is received.

GRANT SCHEDULE FOR 2022

January 2022	Application period starts in MiGrants.
February 1, 2022	Recreation plans, and plan amendments must be submitted in MiGrants by this date.
April 1, 2022	Application period closes in MiGrants.
April 2022	Applicants will receive notifications with questions for explanation, clarification, and/or supplementation of information provided in the application.
May – July 2022	Grants Management staff conducts review of all applications and conducts site visits.
September 2022	Preliminary scores go out to grantees.
September – October 2022	Supplemental Information Deadline. Grants Management staff reviews supplemental materials and releases final scores.
December 2022	LWCF recommended projects are submitted to the DNR Director for recommendation.
Winter 2022	Director issues recommended applications. Applicant prepares final application documents for inclusion in state application to the National Park Service.
Spring 2022	Project Agreements Issued. Timeframe dependent on final approval by the National Park Service.

The minimum grant amount is $30,000 ($60,000 total project cost) and the maximum grant amount is $500,000 ($1,000,000 total project cost). The match percentage must be exactly 50 percent.

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

CHAPTER 1: INFORMATION ABOUT THE LWCF PROGRAM

In this chapter, the eligibility requirements for the LWCF program are described, as well as program requirements and other issues you should consider when deciding whether to submit an application. More details on the information and documentation you should submit as part of your MiGrants application can be found in chapter 3. For more detailed information about completing a development project, review the "Development Project Procedures" booklet on the Grants Managements website, www.Michigan.gov/DNR-Grants.

WHAT IS THE LWCF

The Land and Water Conservation Fund (LWCF) is a federal program administered in Michigan by the Department of Natural Resources (DNR) on behalf of the National Park Service (NPS). In Michigan, the DNR uses funding from the LWCF program to develop public outdoor recreation facilities and to provide matching grants to local governments for the development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high-quality recreation areas and facilities and to stimulate non-federal investments in the protection and maintenance of recreation resources across the United States.

The focus of the program will be on meeting the priorities of the 2018-2022 State Comprehensive Outdoor Recreation Plan (SCORP), specifically trails, community recreation, green technology, coordination and communication, and universal access. Acquisition of land is not eligible for LWCF funding.

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 <u>not eligible</u> 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. Consult the Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans (IC1924) for guidance.

PUBLIC INPUT

The applicant is responsible for providing the public adequate opportunity to review and comment on the proposed application. At a minimum, you must hold one public meeting to receive input about the application. Use all channels you normally use to provide advance notice to the public about upcoming public meetings and other official actions. This meeting must be held within the six-month time period before the application deadline and before a resolution committing to the application is passed by your local governing body (see chapter 3 for documentation requirements).

Although a single public meeting with advance notice is required for all applications, applicants should make additional outreach efforts to ensure the public is aware of the project and document those efforts in the

application. This is particularly important for potentially controversial projects, such as those close to residential areas. Additional public meetings, informational mailings, local newspaper articles, and contact with landowners adjacent to the project site, potential user groups, and persons with disabilities are all examples of additional outreach efforts that can benefit a project. Do not limit outreach to your own community, since nonresidents, especially those that live within an extended project service area, are often also affected by the project.

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.

MIGRANTS

All applicants must complete their application on DNR Grants Management's online application system, MiGrants, at www.migrants.intelligrants.com. Paper applications will not be accepted and will be considered ineligible. The eligible entity must register an organization on MiGrants before they can start an application. MiGrants information and tutorials are available on the DNR website here: https://www.michigan.gov/dnr/0,4570,7-350-79134_81684_79209_81886_92578---,00.html

WHAT'S NEW

- MiGrants: The DNR's online grant system was upgraded and is now being called MiGrants.
- 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".
- Scoring Changes: A review of scoring criteria, categorical weights, and language was done by DNR staff and stakeholders across all three recreation grant programs in 2019. The purpose was to confirm that the scoring criteria continues to support the original intent and objectives of each grant program and to ensure clarity and consistent language where there is overlap in the three recreation grant programs. Chapter 5 of this booklet contains the updated scoring criteria and it is available on our website as well.

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 in public outdoor recreation use in perpetuity.

- 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.

- A permanent sign identifying the site as LWCF assisted must be posted in a highly visible location within the park. 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 open to all users must be prominently displayed.

CONVERSION AND SIGNIFICANT CHANGES IN USE OF AN LWCF 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 Land and Water Conservation Fund, Michigan Natural Resources Trust Fund, Recreation Passport, Recreation Bond Fund and Clean Michigan Initiative grant requirements.

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

Other potential compliance items that are evaluated include items such as program recognition signs and complying with Department procedures while completing grant-assisted projects awarded in the past six years. 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.
- Progress reports not submitted every 180 days for active grant projects.
- Final reimbursements not submitted within 90 days after the end of the project period.
- Recognition plaques are not in place at grant-assisted sites.
- Conversions or other significant changes in use at grant-assisted sites.
- Post-completion reports not submitted within the past 5 years.

ELIGIBLE PROJECTS

A variety of development projects for public outdoor recreation facilities are eligible for funding through the LWCF program. Examples include, but are not limited to, trailways, picnic areas, beaches, campgrounds, boating access, fishing areas, winter sports areas, playgrounds, ball fields, tennis courts, and skate parks. Facilities needed to support outdoor recreation such as restrooms and storage buildings as well as facilities for the interpretation of natural resources are also eligible.

Renovation of existing facilities is eligible, if the facility has reached its useful life and inadequate maintenance, poor design, or construction was not the cause of the facilities' poor or unsafe condition.

Projects that are **not** eligible include:

- Indoor recreation facilities – LWCF assistance will not be provided for support facilities or portions thereof that contribute primarily to public indoor activities such as meeting rooms; auditoriums; libraries; study areas; restaurants; lodges, motels; luxury cabins; furnishings; food preparation equipment; kitchens and equipment sales areas. Bathhouses, public restrooms, maintenance sheds, etc., are potentially eligible for LWCF assistance since their basic function is to provide support for outdoor recreation facilities.
- Facilities and/or stadiums designed for viewing of professional or semi-professional arts or athletics, or intercollegiate or interscholastic sports.

- Amphitheaters, band shells, and permanent seating associated with them.

- Art displays, decorative fountains, and facilities for historical interpretation.

- Projects which would create an unfairly competitive situation with private enterprises. In situations where privately managed facilities are providing identical or similar recreation opportunities, the applicant must provide additional written justification of the need for the proposed facility in light of the private sector's presence. Projects which are primary sidewalk in a road or street right-of-way and located within a municipality. In general, traffic control devices in the road right-of-way, such as guardrails, flashing or non-flashing signs or barricades, and electronic crossing signals, are not eligible scope items for LWCF projects.

- Most improvements to public roadways.

- Invasive species removal, shoreline stabilization, or erosion control which are not associated with development of recreation facilities at the site.

- Municipal infrastructure, such as electrical transmission lines, sewer mains, water mains, etcetera, is not eligible for funding with DNR Recreational Grants. However, a service line for these types of utilities can be eligible as a scope item if it is providing the utility to a site of public outdoor recreation that has other scope items being developed as part of the same grant project.

Eligible sheltered facilities – Swimming pools and ice-skating rinks located in areas which meet cold climatic criteria, shelters of permanent construction may partially or completely enclose these facilities to protect them against cold weather conditions and thereby significantly increase the recreation opportunities provided. Please contact your Grant Coordinator to determine project eligibility.

AUTHORIZED OFFICIAL

The Authorized Official is the applicant's representative who has the authority to obligate the community legally and financially to initiate and submit an application on behalf of the community. Typically, this is someone who is a senior level paid staff person of the local unit of government of the community. 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

Minimum Grant Request: $30,000 ($60,000 minimum total project cost)

Maximum Grant Request: $500,000 ($1,000,000 maximum total project cost)

ALLOWABLE NUMBER OF PROJECT SITES

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

RESUBMITTAL OF PREVIOUS YEAR'S UNSUCCESSFUL APPLICATION

Applications must be submitted online through MiGrants each year regardless if it is a new application or a resubmittal of a previous year's application. Previous years applications and attachments 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 can be submitted within a funding cycle. However, the applicant will be asked to prioritize multiple applications. Each application must be a standalone project, that is, not dependent on another project application in order to be constructed.

In order to avoid duplication of grant awards and to achieve the best scenario for an applicant to receive funding, should an applicant apply for the same project across multiple DNR grant programs in the same year, DNR grants management staff reserve the right to align the program that is most applicable based

upon scoring and available funding. In these situations, applicants will be directed to withdraw from certain programs prior to final grant awards being made.

ELIGIBLE COSTS

THIS IS A REIMBURSEMENT PROGRAM. All grants are paid as reimbursement for actual expenses (i.e. the community pays for the work and is then reimbursed at 50 percent of the cost up to the grant amount). Only those costs directly associated with the construction of the project will be reimbursed, including engineering costs and the costs associated with obtaining permits. Overhead, maintenance, administration, and cost overruns are **not eligible** for assistance.

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. You will be responsible for all cost overruns and any additional costs needed to complete the project.

Grantees should anticipate submitting multiple partial requests for reimbursement as the project progresses. The final 10 percent of the grant amount will be withheld pending a final project inspection and audit of the grant file. In cases where a community submits only one request (a "first and final"), the DNR may withhold 20 percent of the grant amount, which will be released following a successful final inspection and audit. Engineering costs are only eligible for reimbursement once the project is under construction.

LOCAL MATCH REQUIREMENTS

The local community must provide a portion of the total project cost; this is the local match. **The LWCF program requires a 50 percent (fixed) match.**

The local match for costs can be met by cash outlay and credit for certain locally-assumed costs directly related to the construction of the proposed project, including charges for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or a part of the local share if the applicant specifies the nature and can document actual value of the items or services.

Other match limitations:

- Land acquisition costs and land donations are not eligible as match.

- Community Development Block Grants (CDBG) and Recreational Trails Program (RTP) are the only source of federal funds that can be used as match toward LWCF grants.

- Local units of government cannot match LWCF with Michigan Natural Resources Trust Fund or Recreation Passport grants.

Match commitments must be secured no later than October 1st in the year the application was made. Proof of secured match must be provided to your grant coordinator.

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.

- Other awarded grants – Letter from granting organization committing to the grant dollar amount, explaining the conditions of the award, and information on the scope of work provided by the other grant. Applications for other grants are not considered a secure source.

- Donation of goods and services – Letter from the donor explaining the nature and value of the goods or service. Value of donated materials must be documented by other sources.

- In-kind/Force account – Resolution from the governing body committing to the match with details.

CONTAMINATED PROPERTIES

Contaminated properties are not eligible for grant assistance. Properties with past contamination problems may be considered for funding if all cleanup measures have been completed at the time the application is

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submitted to the DNR. Verification from the Michigan Department of Environment, Great Lakes, and Energy and/or the U.S. Environmental Protection Agency that all clean up actions have been satisfactorily completed must be submitted with the grant application. Environmental assessment costs and costs for cleanup actions are not reimbursable.

REQUIREMENTS FOR DEVELOPMENT GRANTS

If funded, all development projects require full construction plans, technical specifications and bid documents which are prepared and sealed by an Architect, Engineer or Landscape Architect licensed in the State of Michigan. Refer to the Development Project Procedures booklet for more information.

CHAPTER 2: DEVELOPING A SUCCESSFUL PROPOSAL

In this chapter, we describe some of the factors you should consider when designing a project proposal to submit for LWCF grant consideration.

PROJECT NEED AND JUSTIFICATION

All communities that apply for a LWCF grant must have a DNR-approved, five-year community recreation plan. In developing the plan, you were required to gather public suggestions and comments on the recreation and resource protection needs of your community. You should also have completed a recreation inventory of the parks you already own or manage. These and other sources of information should have been used to determine how to fulfill the recreation and resource protection needs expressed by your community.

The project that you propose for grant funding should be either a specific project that was identified during the development of the recreation plan or one that meets the plan's goals and objectives. It may also be a project that was suggested during a subsequent public meeting or workshop, such as a meeting with persons with disabilities, as long as it is compatible with the plan's goals and objectives and has received appropriate opportunities for the public to comment on the proposal.

As part of the application, you will be required to justify the project in the context of the recreation opportunities already present or readily available to your community. If you have developed your recreation plan carefully, you already have this information and may simply refer to the appropriate pages of the plan when preparing your application.

An important aspect of your project justification is how well you are able to operate and maintain the parks you already have, especially those funded with grant assistance, as well as your future means to operate and maintain your proposed project. This information should be contained in your recreation plan as well, or you may provide it in your application.

The application narrative should be **complete, clear, and concise**. Supporting documentation should be provided to demonstrate and reinforce the narrative.

Public Support: To demonstrate public support for the project, provide documentation of public support, such as meeting minutes with public comment and letters of support. Multiple support documents by diverse stakeholders in the community are required to earn points. Public support is not demonstrated through financial commitment alone. These documents can be submitted as attachments in the Required Attachments Section under Letters of commitment and support for the project.

Alignment with SCORP: The application should not only address how the project aligns with the goals of the community's Recreation Plan, but also how it aligns with the goals of the State Comprehensive Outdoor Recreation Plan (SCORP).

APPLICANT HISTORY

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

A known conversion of land encumbered by any of these grant programs will result in points being deducted from the score of all future applications in all Recreation Grant programs until the conversion is resolved. If you have any known unresolved conversions, contact Grants Management Section.

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

SITE QUALITY

Park Visibility & Ease of Access: Prior to submitting an application, consider 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?

Renovation: Points may be earned for projects that renovate an existing facility that is approximately 20 years old for outdoor facilities and 40 years for buildings (taking into account high-use and environmental factors) in a park or trail that has been a dedicated public park or trail for at least 20 years. Renovation points may be awarded for removal and replacement with a similar scope item or upgrades to a particular existing feature such as a restroom building. Also, if multiple scope items are proposed, the majority of the project must be renovation to be considered for points in this category. Describe the age of the existing feature to be removed and replaced or updates to a particular feature that is 20 or 40 years old.

Sustainable Design Systems or Features: Describe the extent to which any sustainable design systems or features being proposed in the application. Application of U.S. Green Building Council (USGBC), Leadership in Energy & Environmental Design (LEED), or Sustainable Site Initiative (SITES) practices qualify. The [SITES v2 Rating System Scorecard](#) provides a comprehensive list of planning, site design, construction, operation, maintenance, and education factors to consider. Examples may include:

- Innovative Stormwater management such as permeable pavement, rain gardens and bioswales with native plantings.

- Planning that includes reduced disturbed areas, renovation of brownfield properties for recreation, and adaptive re-use of existing structures for recreation or recreational support.

- Environmental features such as green roofs, use of Michigan native landscape materials, use of recycled materials, wood materials from sustainable forestry, reduction of light pollution, etc. which go above and beyond industry standards. (Recycled concrete, recycled metals, and low-flow water features are considered industry standards)

- Net-zero energy buildings, or use of solar, wind, and geothermal energy to support electricity needed for recreational purposes at the site.

QUALITY OF OVERALL PARK DESIGN

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

- Minimize the impact on natural features at the site. For example, placing active recreation areas away from bird watching areas and constructing new facilities in the least environmentally sensitive areas or renovating existing facilities.

- Providing a project that meets the community's needs without being extravagant.

- Designing facilities to be appropriate in scale for the level of anticipated use.

- Designing the entrance and traffic flow pattern into the park for the safety and convenience of motorized and non-motorized uses. Consider your ability to link the site to public transportation, trails, and greenways.

- Minimize the traffic flow within the park and pedestrian and avoid multiple road crossings, instead encircle active recreation areas with roads.

- The relationship of proposed facilities to existing support facilities and provision of necessary support facilities.

- Routing linear parks (trails) to maximize their use for recreation opportunities.

- Addressing safety and crime issues through means such as:
    - Layout maximizes visibility of people and parking areas.
    - Adequate lighting.
    - Hours of operation clearly posted.

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- o   Monitoring of project area at appropriate times and locations.
- o   Physical layout clearly identified.

All Overhead Utility Lines Must be Buried if Directly over the facility.

Site Plan: Should be clearly labeled and identify what features are existing and what are proposed. If you are doing a trail/trailhead project, the applicant must show connectivity to regional trails through maps.

UNIVERSAL DESIGN (UD) VERSUS AMERICANS WITH DISABILITIES ACT (ADA)

It is required that the proposed project meet the accessibility requirements of the 2010 Americans with Disabilities Act Design Standards; including all proposed recreation facilities, access routes from the proposed facilities to parking and relevant support facilities and for parking for users of the proposed facilities. For proposed facilities such as hiking trails, camping facilities, picnic facilities and beach access routes that are not covered under the 2010 ADA Design Standards, follow the US Access Board Outdoor Developed Areas Accessibility Guidelines. Trails on Federal property must meet the Forest Service Trail Accessibility Guidelines. Designing facilities to Universal Design principals is recommended (see section below for more information).

Universal Design goes beyond the requirements of ADA. Appendix B includes Sources of Information on Accessibility and Universal Design.

This category is scored in two parts. The first part is if the applicant obtained information on persons with disabilities in their community (or state) and gathered comments regarding recreation interests and accessibility needs. The application must include documentation of review in order to receive points. Documentation may include a design review letter from an accessibility advocate/specialist or members of the community with disabilities (confirming that the project is accessible or goes beyond ADA) or minutes of meetings with similar groups of people that demonstrate comments on this topic. The narrative should address how the input affected the final design, if applicable. The documentation should demonstrate how any applicable ideas and suggestions influenced the design of the proposed project.

The second part of this scoring category is universal design. Points in this area are earned for proposing a universally accessible project where all or some of the proposed facilities and support facilities outside of the project are designed which exceed minimum ADA requirements. Appendix C includes guidance on designing universally accessible recreation facilities. These are only guidelines: disability advocates and members of the community with disabilities should be included in the planning process so that the project meets the needs of the community.

7 Principals of Universal Design: These principals were originally developed by the Center for Universal Design, North Carolina State University, www.ncsu.edu/ncsu/design/cud.

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

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

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

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

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

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

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

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

You will need to make some additional effort to effectively determine the types of universally accessible recreation facilities most needed by your community. As a starting point, you may want to obtain information from the U. S. Census Bureau on the numbers of individuals with disabilities in your community. However, it is very important to meet with individuals with disabilities and with disability advocate groups to gather information about their recreation interests and accessibility needs. Information can be obtained through public meetings, workshops, focus group meetings, and other types of gatherings. Some of the groups and organizations you may want to contact include:

- Centers for Independent Living; go to www.ncil.org for a directory;

- Michigan Disability Network, go to www.dnmichigan.org for a directory;

- Other disability advocate groups, such as:

    o United Cerebral Palsy *(http://ucp.org/findaffiliate/)*;

    o The ARC *(https://www.arcmi.org/)*;

    o Little People of America *(http://www.lpaonline.org/local-info)*;

    o Paralyzed Veterans *(http://www.michiganpva.org)*;

    o Other national organizations *(https://www.access-board.gov/)*;

- Local schools and special education teachers;

- Local rehabilitation and nursing facilities;

- Neighborhood groups; and

- Other groups the project will serve and/or affect.

Beyond the facilities themselves, your project should be designed to allow all users to move freely among all the recreation and support facilities at the site. Existing support facilities, such as restrooms and parking lots, should at least meet accessibility requirements of the ADA. Any support facilities that are part of the proposed project should be designed to be universally accessible. There should be no separate routes, ramps, or entrances for users with disabilities; all should be able to access the park and its facilities in the same manner. Directions and other information usually conveyed to users through signs and brochures should be available in other formats, such as audio interpretation.

Once the project is completed, it will likely be necessary to provide additional outreach to the public to make them aware of the project and to encourage people with disabilities to take part in the programs offered. You may also need to train your staff to interact positively and effectively with people of differing abilities. Finally, maintaining a park for universal access requires an added amount of effort and attention to day-to-day maintenance concerns. For example, some types of safety surface materials used under play equipment need to be replenished or replaced often, trails need to be kept clear of debris, tree branches or shrubs may need to be trimmed more often, and equipment must be kept in good condition.

Trail Projects: For trail projects, tell us about the destinations the trail will access and/or link and the design standards that you propose to use. The application should include a description of the width of trail, materials, amenities, potential user groups (motorized, non-motorized, pedestrian, equestrian, watercraft), distance of trail and connections that the trail may have within the community, region and beyond. Supporting documentation, including trail plan excerpts or website links, maps showing existing and proposed regional connections as well as any available promotional material, should be uploaded. Water trail projects must include way finding signage and demonstrate that promotional materials will be provided by the applicant. Iron Belle Trail projects must include supporting documentation from the DNR's Parks and Recreation Division to show the proposed trail is either part of the core route, or a spur off the core route of the trail. These documents can be uploaded in the Required Attachments Section under Project Location Map.

CHAPTER 3: LWCF GRANT APPLICATION INSTRUCTIONS

The following sections provide the information you need to complete a LWCF grant application package.

SECTION A: APPLICANT, SITE, AND PROJECT IDENTIFICATION

Fill out the required fields on this form and click SAVE to save the changes.

DUNS Number: This is the applicant's Data Universal Number System number used by the federal government to track federal funding.

SIGMA VSS and SIGMA Address Code: This is the applicant's SIGMA Vendor Self-Service number and 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: Include the park name in the title and the terms "development," "renovation," or "improvements" for a development proposal.

Proposal Description: Provide a brief (description of the project which includes the term "development," "renovation," or "improvements" as appropriate, as well as any other significant features. This description will be used for press releases and legislative contacts should your project be funded. Please provide a complete description of the project.

For Example: Development of _____ at _____Park.

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

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

SECTION B: PROJECT FUNDING

In this section, provide information on the match commitment, grant amount requested, and total project cost. Grant amounts are based on the information included in the application and are fixed at the time of the award. They cannot be increased at a later date. Grantees are responsible for all cost overruns or any additional costs needed to complete the project.

PLEASE ROUND THE TOTAL MATCH AND GRANT AMOUNT TO THE NEAREST HUNDRED DOLLARS.

Grant Amount Requested. Indicate the amount of LWCF funding you are requesting, rounded to the nearest hundred dollars. Remember the $30,000 minimum and $500,000 maximum allowable grant request amounts.

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 and C-2 for **development** 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. Applicants must provide **50 percent** of the project cost as local match. Indicate the amount for each source of local match on lines a) through e) 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:** The applicant's paid employees who will work directly on the construction of the project or the cost of materials you already own that will be used in the construction of the project. This value cannot include administration or supervision costs but may include engineering services.

c) **Federal or Other State Funds:** Other grant funds that have been awarded for funding within the LWCF grant project period. **COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG) AND RECREATIONAL TRAILS PROGRAM (RTP) ARE THE <u>ONLY</u> FEDERAL FUNDS THAT ARE ELIGIBLE AS MATCH.**

d) **Cash Donations:** Cash generated from donations, fund-raising, or other similar means.

e) **Donated Labor/Materials:** Labor or materials directly related to the construction of the project from sources other than the applicant's own paid labor. Donated labor must be valued at minimum wage unless a professional is donating his or her professional services (such as an electrician doing electrical work). The value of donated materials must be documented.

Total project cost must equal the same total shown in Section C.

SECTION C: PROJECT DETAILS

All grant-assisted facilities must, at a minimum, comply with the Americans with Disabilities Act (ADA). Be sure to incorporate state and federal accessibility requirements into your facility planning and cost estimates. Access routes must provide direct access to all of the proposed scope items, accessible parking and/or park access points and relevant support facilities such as restrooms. Facilities that directly support the scope item should be accessible. If existing facilities at the project site will support the proposed scope items, such as parking lots and restrooms, your application will be strengthened if these facilities are also renovated to be accessible to persons with disabilities. This work may be included in the scope as part of your proposed project.

2 CFR200 was updated requiring the department to accept a subrecipients approved federally recognized indirect cost rate or, if no such rate exists, either a negotiated rate with the subrecipient or a de minimis rate as defined in 2 CFR 200.414(f). If you decide to charge an indirect rate to the grant amount requested, it needs to be included in your budget in this section of the application and listed as a scope item in the project cost estimate table using the "other" field. If an indirect rate is not included in the proposed project cost estimate table it is assumed, you are waiving the rate.

The following costs are not eligible for reimbursement in a development project:

* Contingencies
* Studies
* Land acquisition costs
* Costs associated with the estimation of construction costs, such as consultant fees
* Costs incurred prior to execution of a grant agreement provided by the DNR.

Age of the Park: Provide the number of years the project area has been established as a park, recreation area, trail, or outdoor recreation facility.

Acres: Provide the total number of acres within the park, recreation area, trail, or outdoor recreation facility in which this project will take place. If funded, the entire property will be encumbered for public outdoor recreation.

Applicant's Current Control of the Site: Select the appropriate box for the applicant's site control at the project site. A Documentation of Site Control form (PR5750-4) and deed, lease or easement is required to be uploaded in the required attachments section of the application to ensure no previous encumbrances exist on the site which conflict with the MNRTF grant program. Refer to the Requirements for Development Applications for information on each type of site control and the documentation required.

Project Cost Estimate Table: Obtain a reasonable estimate for the proposed facilities by consulting with engineering firms, other communities, and equipment manufacturers. Be sure to factor in the cost of burying any overhead utility lines. List each project scope item (playground, paved parking lot, etc.) and its estimated cost on the project cost estimate table. Specify sizes and quantities where appropriate (number of picnic tables, number of ball fields, etc.) for each scope item. Do not list the aspects of project execution, such as labor, construction equipment, site preparation, or raw materials. Include these costs in the appropriate scope item.

Include in the table the cost to order a LWCF plaque (if there is not already one at the site), and the cost to hire a licensed engineer, architect, or landscape architect (the Prime Professional) to prepare all plans, specifications, and bid documents for grant-funded projects. You will also be required to upload a signed letter from the Prime Professional with requests for reimbursement, including the final request, verifying that all construction was completed according to acceptable standards. Engineering costs for these services, up to 20 percent of the project construction cost, are eligible for reimbursement. See Project Cost Estimate sample below.

Information on the LWCF plaque requirements can be found on the DNR website here: https://www.michigan.gov/dnr/0,4570,7-350-79134_81684_79209_81657-430506--,00.html

SECTION D: JUSTIFICATION OF NEED

Public Meeting: A public meeting must be held within the six-month time period before the application deadline <u>and</u> 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.

Priority of Multiple Applications
If you are submitting more than one LWCF application, please indicate the priority order, with #1 being the highest priority application. If you are submitting only one application, type a 1 in this box.

Recreation Plan: The proposed project must be supported in the applicant's current recreation plan. Provide the page numbers in which the proposed project 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.

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 the applicant's 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.

School District Applicants: If the applicant is a school district, indicate when recreational opportunities for the general public are available at the school facilities.

SECTION E: APPLICANT HISTORY AND PARK STEWARDSHIPS

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.

Park Entrance Policies: Does the applicant have a "residents only" policy for this park or any other parks or recreation facilities? Provide comments and upload any relevant policies and fee schedule on the Required Attachments Page.

More information on the National Park Service policy on park stewardship and the conversion of grant-assisted parkland can be found on the National Park Service's website at *www.nps.gov/ncrc/programs/lwcf*, Compliance Responsibilities and Legal Protection.

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 development. If you have information older than ten years about potential contamination at the site and you have no information that this condition has changed, you must report it.

Environmental Conditions: Contaminated sites are ineligible for funding under LWCF. If the answer to any of the questions in the checklist is "yes", include written documentation from the Michigan Department of Environment, Great Lakes, and Energy and/or the U.S. Environmental Protection Agency certifying that remediation of any contamination has been completed.

Permit Issues: Indicate all possible local, state, and federal permits needed for the proposed development, especially environmental permits, and the efforts you have taken to determine the need or likelihood of obtaining the permit. You should contact regulatory agencies as early as possible and request a written 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.

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 *https://www.Michigan.gov/DNR/0,4570,7-350-79136_79236_82211---,00.html*
- Michigan Department of Community Health *www.Michigan.gov/MDCH*
- Michigan Department of Transportation *www.Michigan.gov/MDOT*

SECTION G: PUBLIC ACCESS OPPORTUNITIES

Provide information regarding days of the week and the time the park is open to the general public or if it is only available through a reservation system. Indicate how the park can be accessed, i.e., automobile, boat, public transportation, trails (motorized and non-motorized), etc. Also provide information on any adjacent inland lake, river, or any other adjacent body of water.

Iron Belle Trail: The Iron Belle Trail is Michigan's showcase trail which will extend from Belle Isle in Detroit to Ironwood in the Upper Peninsula. Two routes of the trail will exist; the segment on the west side of the lower peninsula and the north side of the upper peninsula will primarily allow hiking, and the segment on the east

side of the lower peninsula and the south side of the upper peninsula will primarily allow biking. If this project includes development of the trail or a trailhead on the core Iron Belle Trail route or a spur of the trail, provide documentation from the DNR's Parks and Recreation Division indicating that. The interactive Iron Belle Trail map can be viewed here: https://www.michigan.gov/dnr/0,4570,7-350-79133_79206_83634---,00.html

Entrance Fees: Is an entrance fee currently in place or planned in order 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 bring low income users to the park? Provide comments and upload any relevant policies and fee schedule on the Required Attachments Page.

APPLICATION NARRATIVE

I. Project Description (Maximum 3,000 characters)

Provide a brief description of your proposed project. Include, as applicable, the type of project (new development, renovation, or improvements), the park name, the acreage of the existing park, the natural features of the site, the recreation opportunities proposed in your application, the universally accessible features of the project design, and the future recreation opportunities to be developed on the site. For trailway projects, name the trailway system to which your proposed project will connect and the significant destination points along the trail.

II. Project Justification and Support

Tell us why you are proposing this specific project for LWCF funding consideration, including the following information.

Describe how the project relates to your recreation plan and what pages we can find it in you plan:

- Describe the need for this project in relation to existing, similar facilities and recreation opportunities provided by both the applicant and other recreation providers. Your discussion should demonstrate that existing facilities are inadequate to meet the need. As part of this discussion, list the past recreation grants your community has received. Describe the condition and general amount of use for each scope item.
- Explain how your parks and recreation budget will meet the added expense of developing, operating, and maintaining your proposed project. Maintenance agreements, endowments, and other maintenance information can be uploaded in the "Collaboration Attachments" section of the Required Attachments page. Points may be awarded for proposed maintenance activities. See the scoring criteria for more information.

Discuss the steps you took to ensure that your proposed project has public support, including, as appropriate, support from adjacent landowners, potential user groups, and support from people with disabilities, in your community. If your project was initiated through community action, describe the events that brought about the submittal of this application. If there are conflicts or opposition, please describe the efforts you have taken to address these issues, so that the project can be successfully implemented in a timely manner.

Tell us about all organizations that participated in developing the project, or that have agreed to assist in the programming, operation, and/or maintenance of the project site.

III. Project Design

Provide a detailed description of the development you are proposing, with reference to specific scope items. Address considerations for project design described in chapter 2, as applicable.

- Describe the features of the site and all factors, including universal access that affected your choice for the location of the proposed project.
- Describe how your design was chosen, and why it is appropriate for the proposed site. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. For example, explain why you chose a certain fishing pier design at a specific location on the body of water, or a certain trail surface in a particular area of the park.
- Explain how your project design meets or exceeds the requirements of the ADA.

- Summarize the steps taken to ensure appropriate public access to any natural resources at the site while balancing the potential impact the proposed development will have on those resources.

IV. Additional Information (Maximum 2,000 characters)

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

1. If you will charge an entrance fee to the project site, discuss your policy for fee reductions for low income users.
2. Explain the circumstances under which you closed, sold, or transferred control of any parkland or recreation facilities within your park system.
3. List any parks within your system for which you have a "residents only" policy.
4. If there is public opposition to the proposed project, tell us how you are addressing the concerns raised.
5. Discuss any health advisories for the water bodies accessed by your project and describe how these advisories will affect the use of the site and your proposed facilities.

ATTACHMENTS

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 Content for LWCF Applications:

- ❑ *Application & Revision Form* (A&R)
- ❑ **State Historic Preservation Office Document (SHPO)**
- ❑ **Cost Estimate**
- ❑ **Project location map**
- ❑ **Site development plan**
- ❑ **6(f)3 Boundary map** delineating the legal boundaries of the park site **(OUTLINED IN RED)**
- ❑ **Photographs of the site**
- ❑ **Certified resolution** from the governing body
- ❑ **Advance notice** of a public meeting to take public comment on the application
- ❑ **Minutes of the meeting** held to take public comment
- ❑ *Documentation of Site Control Form (PR 5750-4)* with most recent deed
- ❑ *Notice of Intent Form* (PR5601-2)
- ❑ **Letter transmitting the** *Notice of Intent Form* to the regional clearinghouse
- ❑ **Maintenance Plan**

Additional Information for LWCF Applications:

- ❑ **Letters of support for the project**
- ❑ **Documentation of match commitment**
- ❑ **Universal Design Documentation**
- ❑ **Preliminary floor plans and elevation drawings for proposed structures**
- ❑ **Correspondence regarding regulatory permitting issues,** if applicable
- ❑ **Expert Documentation to support the project**
- ❑ **Environmental Report, if applicable based on-site conditions**

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

REQUIRED CONTENT FOR LWCF APPLICATIONS

APPLICATION AND REVISION FORM (A&R)

The National Park Service requires the preparation of a LWCF Proposal Description and Environmental Screening Form for each grant selected for funding. The information contained in this document will be used to determine if an Environmental Assessment or Environmental Impact Statement needs to be completed. An electronic version is required for submittal. Responses should be done in the LWCF Application and Revision form and not on a separate document. A blank form is available on the Land and Water Conservation Fund page of the DNR website, under Forms for Applicants. **Please, use another color, other than black, when answering the questions. This allows for an easier review of all A&R Forms.**

- Step 1 – Check new project application and development on the front page and provide a brief description of the grant proposal. Then continue to fill out Section 1.0 A, B, C and D, with the exception of question 1.B regarding the States Open Project Selection Process. The Department will answer that question if the project is recommended for funding.
- Step 2 – Complete Section 2.0 A and B.
- Step 3 - Complete Section 2.2 A and B
- Step 4 – Proceed to Section 3.0 an answer all questions in A, B, and C, including the checklists. If a question in the checklists is not applicable to your project, please put N/A next to the question.

STATE HISTORIC PRESERVATION OFFICE DOCUMENT (SHPO)

Federal regulations require a separate review of your proposal by the Michigan State Historic Preservation Office (SHPO), Michigan Economic Development Corporation (MEDC). To fulfill this requirement, you must submit a project review request to SHPO. The application form and instructions are available online at MEDC's website at www.miplace.org/historic-preservation. In an effort to better follow the federal regulations, SHPO has made changes to the procedures for initiating Section 106 consultation. The new application must be completed by individuals meeting the applicable federal qualifications. 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". It takes at least 30 days to receive a response from SHPO. Please make sure to include the name of your State Contact on the form.

Once at the website, click on "Program and Services" and then under Review and Compliance click "Cultural Resource Management and Planning". The new application as well as the instructions on how to fill it out correctly are both on that page. The application form can be completed online or printed and completed. You can submit the complete application electronically using the link on SHPO website or a paper application can be mailed to the SHPO address below. SHPO cannot accept requests for Section 106 via email at this time. A copy of the form and instructions are included with this document.

If your application is not recommended for funding in this grant cycle and you reapply for the same project in a following year, you do not have to do the SHPO requirements again, if you have already received a letter of "no adverse effects".

The contact information for the federal funding agency (as requested in Section I (d) of the form) is:

Mr. Roger Knowlton
US Department of the Interior National Park Service Midwest Region
601 Riverfront Drive
Omaha, NE 68102
402-661-1558

Roger_Knowlton@nps.gov

The contact information for the State funding agency (as requested in Section 1 (e) of the form) is:

Ms. Christie Bayus
Grants Management
Michigan Department of Natural Resources
PO Box 30425
Lansing, MI 48909-7925
517-284-5923
bayusc@michigan.gov

Please print and mail the completed form and required information to the address below if you are not submitting it electronically:

State Historic Preservation Office
Cultural Resources Management Section
Michigan Economic Development Corporation
300 North Washington Square, Lansing MI 48913

We cannot submit your project to the NPS until a "letter of no adverse effect" is received from SHPO.

COST ESTIMATE

Prepare a one-page cost estimate that includes the project scope items in your grant application. The total project cost should include engineering costs equal to 20 percent of the subtotal of the scope items. If you combined scope items in your grant application, please separate them out in this one-page document.

PROJECT LOCATION MAP

The project location map should be sufficiently detailed so that a person (such as your regional representative) unfamiliar with the site and your community can find the site using only the map. The map must be legible and should include the address of the park, street and road names, landmarks, and an indication of compass direction.

SITE DEVELOPMENT PLAN

The site plan must show the entire site to be developed and should delineate and label the location and type of all proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other site development, need to be identified. Surrounding land uses should also be noted. If the site is large also provide an enlargement of the project area and label the proposed and existing uses so that more detail is visible.

If there are currently any non-recreation uses in the project site or such uses are proposed for the future, these uses should be clearly depicted on the site plan and excluded from the project boundary.

The placement of all scope items proposed in the application should be depicted on the site plan. It should be clear which items already exist, which are parts of the proposed project, and which are parts of a plan for future development. Site plans should represent the final plans for the proposed project, subject to minimal change during project implementation.

All proposed facilities must be designed in accordance with state and federal barrier-free accessibility requirements. The site development plan should indicate that all grant-funded facilities will be accessible to persons with disabilities and include features such as walkways, ramps, and other items required to provide access. If the project includes a playground, be sure accessible safety surfacing and access routes are included. Access routes must be provided to the proposed scope items, accessible parking and/or park access points and relevant support facilities. Facilities that directly support the scope items should be accessible. Applications that do not clearly indicate that the proposed project and access are or will be made accessible will be considered ineligible. The site development plan should also indicate that existing facilities (such as parking lots and restrooms) that will support the proposed facilities are or will be made accessible.

For trailway projects, indicate on your site development plan the destinations to which the proposed trailway project will connect. Upload a map of the trail network (existing or proposed) to which your project will link.

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 even PowerPoint. Please do not upload individual photos. File size is limited to 25 MB per upload.

CERTIFIED RESOLUTION

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

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

ADVANCE NOTICE OF THE PUBLIC MEETING

All applicants must hold at least one public meeting to receive input about the application **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**

Upload a copy of the newspaper advertisement or other means that your community used to notify your citizens about the public meeting to discuss and comment on the project. The notice must advise the reader that the community is considering a LWCF grant application and include a brief description of the proposed project, including the specific location of the project. Copies of newspaper notices must include the publication date and the name of the newspaper.

Hearings must comply with the requirements of the Open Meetings Act. The statute can be found at the following link: http://www.legislature.mi.gov//documents/mcl/pdf/mcl-Act-267-of-1976.pdf. Evidence of advance notice provided with application materials must be date stamped and certified.

MINUTES OF THE PUBLIC MEETING

Upload a certified copy of the complete set of minutes from the meeting held to receive public comment about the project. The minutes must include the comments made by the public on the project. If the meeting included several topics, highlight the relevant section(s). If there was opposition to the project expressed at the meeting, the application should include a discussion of the steps taken or that will be taken to address the concerns raised. Upload a copy of the meeting minutes. Do not use links to minutes on websites. If there were separate meetings for the public hearing and when the highest governing body passed a resolution supporting the application, provide certified copies of both sets of meeting minutes. Both sets should show that the public had an opportunity to comment prior to a resolution being passed.

DOCUMENTATION OF SITE CONTROL FORM (PR5601-3) WITH MOST RECENT DEED

Indicate the type of control you currently hold or will hold by October 1st of the application year. The applicant must own the appropriate land rights at the time of application. Leased properties are ineligible. Upload the Documentation of Site Control Form and the most recent deed(s).

NOTICE OF INTENT FORM (PR5601-2) AND ACCOMPANYING LETTER

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

MAINTENANCE PLAN

For the proposed project provide the annual maintenance schedule (including invasive species control where relevant), maintenance costs, lifecycle cost and provide the current maintenance budget.

ADDITIONAL INFORMATION FOR LWCF APPLICATIONS

LETTERS OF SUPPORT FOR THE PROJECT

Include 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 may be directly addressed to your grant coordinator. Please do not mail or email support letters. All letters should be uploaded to your application or may also be submitted during the Supplemental period.

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 scope of work and budget provided for in the other grant application.

- If any portion of the match is to be made up of **cash, labor, or material donations**; include a letter from each donor committing to their donation. Donation of services should include an hourly rate and estimated hours of work to complete the service. Donated labor must be valued at minimum wage unless a professional is donating their professional services (such as an electrician performing electrical work for the project). Value of donated materials must be documented.

- If the donor is an adjacent community contributing to the match, include a resolution from their

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governing body that supports the application and commits to their portion of the match.

UNIVERSAL DESIGN DOCUMENTATION

Upload shop drawings, catalogue cut-outs, drawing details, narrative or other documentation to demonstrate how the proposed project is going above and beyond ADA requirements.

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

PRELIMINARY FLOOR PLANS AND ELEVATIONS

If the proposed project includes any buildings or structures, such as pavilions, restrooms, or bridges, the application must include basic floor plans and elevations for these structures and universally accessible design features. They do not have to be measured drawings but should show the relevant structures and approximate dimensions. Catalog drawings or illustrations are acceptable for most items. If the proposed project contains Universal Design features, more dimensions may be required to demonstrate how the project goes beyond ADA.

CORRESPONDENCE REGARDING PERMITTING ISSUES

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

ENVIRONMENTAL INFORMATION

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 LWCF 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. Have read and understand all of the information included in the Open Project Selection Process booklet (IC5600) and this application form, and

2. Are 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. Are prepared to dedicate the entire area developed with LWCF assistance, as described in the project agreement, to public outdoor recreation in perpetuity.

CHAPTER 4: SUBMITTING DOCUMENTS IN MIGRANTS

LWCF applications must be submitted in MiGrants. Anyone who is added to an application document will receive auto-generated notices from MiGrants. Whoever is working on the applications should check e-mail regularly and feel comfortable working in the system. The application pages in MiGrants are very basic and 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 in MiGrants which can initiate and submit a grant application. Other staff can be added to the local unit of government's organization in MiGrants (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 documents which are initiated by the Authorized Official. The following are steps to submit an application.

1. Authorized Official log into MiGrants.

2. Click on "Available Opportunities", look for the grant you want to apply for and click initiate application. Verify you do want to start an application. You have now created an LWCF application.

3. The Forms Menu 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 – LW17-1234. If you leave this page and want to return to it, login and click on the blue 'My Applications" tab and search for the application number. Prior to searching for your application, use the Status drop down box to select "Application in Process". After submitting the application, the Status search criteria can be left blank. 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. Complete all application pages. The Authorized Official, Agency Staff or Consultant can all 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 <u>not</u> automatically be saved.

5. Once all pages are complete and there not any page errors, the next steps must be completed by the Authorized Official. Click on the application number at the top of the screen next to Document Information.

6. Click on the menu bar, click "Status Changes" and then click the grey "Apply Status" button under "Submit Application" to submit the application. <u>This is the menu you will go to throughout the application process to change the status.</u>

7. Make sure the application is submitted before the application deadline or you will be unable to complete the application process and your application will not be considered for funding.

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. You will be given a period of time to provide missing information. Failure to provide the correct documents may cause the application to be ineligible for consideration. This is a minimal review to ensure that the application includes the required minimum contents and does not include qualitative evaluation of the submitted materials.

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.

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

In late summer you will receive your preliminary scores. This opens the Supplemental Information period for your application; a period of time to submit supplemental materials to clarify information or to try to increase your score. You will only be able to modify <u>Section B: Project Funding and Explanation of Match Sources</u> and <u>Section C: Project Details</u>. All new documents and narrative will be entered on the <u>Supplemental Information</u> page. Save the page after making changes or uploading documents before you move on to another section or submit the supplemental information.

- If you are modifying the request or match amount or source you must update Section B.

- If you are modifying the scope items or parcel information you must modify Section C. The totals for Section B and Section C must be the same.

- The Supplemental Information 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 C.

- After you have completed uploads, the Authorized Official must submit the changes 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 mirecgrants-noreply@michigan.gov. If you receive an e-mail it may direct you to complete additional steps or pages.

ADDING NEW MEMBERS TO YOUR ORGANIZATION

For local units of government, the Authorized Official can add members to their organization. Communities should search for their consultants in the system after they have registered their firm or agency. For consultants, the Key Person can add members to their organization.

1. The Authorized Official should log in to MiGrants

2. Click on Profile

3. Click on Organization Members

4. Click on the + (plus) button

5. Fill out the user information, select the role, and set an inactive date (if applicable)

6. Click the Save

7. You will need to let that person know their login and password. Do not create an account for a Consultant or Engineer unless they are a staff member for your organization.

8. Once added to an organization, a user will automatically be added to new applications or grants. Follow the steps for Adding People to Documents to add this user to an existing application or grant.

ADDING EXISTING MEMBERS TO YOUR ORGANIZATION

Consultants and engineers must register under their own companies in MiGrants prior to being added to any grantees membership. They should <u>not</u> be added as Agency Staff to a local unit of government's account.

1. The Authorized Official should log in to MiRecGrants

2. Go to My Administration > Organization & Person > Person Search

3. Enter their name and click the Search button

4. Click on the name of the person you're adding to your organization

5. Confirm the profile matches the information for the person you're adding to the organization

6. Click on the + next to Organizations

7. Select your organization from the dropdown list

8. Select the user role

9. Select an inactive date, if applicable

10. Click Save

11. If you are adding a consultant who is not registered, please ask them to register under their firm first before adding them to your organization.

12. Once added to an organization, a user will automatically be added to new applications or grants. Follow the steps for Adding People to Documents to add this user to an existing application or grant.

ADDING PEOPLE TO DOCUMENTS

Each time an Authorized Official initiates an application, PSB, ACQ, reimbursement or you are awarded a grant, a new document will be created in MiGrants. Members of an organization added after a document is created will not automatically have access to the existing documents. To add members of the organization or consultants to a document the following steps must be completed by the Authorized Official.

1. The Authorized Officials should log in to MiGrants.

2. Open the document.

3. From the left-navigation menu, go to Tools

4. Click "Add/Edit People".

5. Click on the + (plus) button.

6. Search for the person to add.

7. Fill out their role on the document, the date they should become active on the document. Do not put an end date unless you don't want that person to have access to the document after a certain date.

8. Click Save.

REMOVING MEMBERS FROM YOUR ORGANIZATION

1. The Authorized Official should log in to MiGrants.

2. Click the dropdown arrow next to their name.

3. Click on Profile.

4. Click on Organization Members.

5. Click on the pencil icon to edit details about a member.

6. Set an inactive date for the date the member should be removed.

7. Save the page. The member's name will still appear, but they will not be able to access any organization documents.

CHAPTER 5: APPLICATION SCORING CRITERIA

The scoring criteria used by staff are described in this chapter. Applicants are encouraged to use the score sheet below to evaluate their own applications and look for opportunities to improve the application before submitting it to the DNR. In some cases, staff will also visit a site as part of the application evaluation process; however, do not rely on site visits as a way to communicate project information.

LWCF APPLICATION SCORING CRITERIA

1. **Need for Project**

A. Proposed Maintenance	Score
i. Within the provided maintenance plan and associated materials, the applicant has demonstrated that a **combination of** long-term dedicated funding (millage, operation & maintenance budget, etc.), existing and permanent fulltime operational staff, multi-year contracts, or a formal endowment exists which relates to continual and on-going care of the proposed improvements.	20
ii. Within the provided maintenance plan and associated materials, the applicant has demonstrated at a minimum that **one** of the following is in place: long-term dedicated funding (millage, operation & maintenance budget, etc.), existing and permanent full-time operational staff, multi-year contracts, or a formal endowment exists which relates to the continual and on-going care of the proposed improvements.	10
iii. Only a maintenance plan was provided with **no or limited** additional details ensuring that the continual and on-going care of the proposed improvements are in place.	0

B. Public Support and Opposition	Score
i. 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 states natural resources will not be considered.	10
ii. 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 states natural resources will not be considered.	5
iii. The proposed project received no support documents.	0
Maximum Possible Points A + B	**30**

2. **Site Quality**

A. Park Visibility	Score
i. The site is easily recognizable as a public park and is easy to locate or will have adequate directional or identification signage in place.	20
ii. The site is moderately recognizable as a public park, or the location needs signage improvements to be more easily recognized.	10
iii. Site is difficult to locate and is difficult to recognize as a public park.	0

B. Ease of Access | Score

i.   Ability to get to the site in multiple ways besides an automobile, such as: sidewalks, trail, or public transportation — **20**

ii. Ability to get to the site in an additional way besides an automobile. — **10**

iii. Site can only be accessed by an automobile. — **0**

C. Sustainable Design | Score

i.   Entire proposed project is designed with sustainable systems or features, where applicable. — **20**

ii. A majority of the proposed project designed with sustainable systems or features, where applicable. — **15**

iii. The proposed project includes at least three sustainable systems or features, where applicable. — **10**

iv. Fewer than three proposed sustainable design features. — **0**

D. Renovation | Score

i.   Renovation or removal and replacement of an existing outdoor facility that is at least 20 years old with the same type of facility or renovation of a building or structure that is at least 40 years old. The cost of the renovation must represent a majority of the total project cost. — **20**

Maximum Possible Points A + B + C + D — **80**

3. Applicant Compliance

Compliance Criteria | Score

A. Applicant has not received a development grant from the recreation grant program in the past 10 years (MNRTF, LWCF, Recreation Passport). — **35**

B. Per capita development grant assistance (MNRTF, LWCF, Recreation Passport) received by the applicant in the past 10 years is less than the median value awarded to all communities over the past 10 years. — **20**

C. Per capita development grant assistance (MNRTF, LWCF, Recreation Passport) 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 signage requirements. Also, the applicant has complied with Department procedures while completing grant-assisted projects (acquisition and development) awarded in the past 6 years. Points will be awarded if the applicant has never received a grant. Issues that are considered: — **25**
- PA execution (60 days)
- PSB and contractor approval (180 days)
- Progress reports (every 180 days)
- Final reimbursement (90 days after the end of the project period)

- Recognition plaques are in place at previously grant-assisted sites
- Conversions or other significant changes in use at grant-assisted sites
- Post-completion reports

E. Applicant has a formal recreation department/DNR division or parks	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).	-40
Maximum Possible Points (A or B or C) + D + E + F	**75**

4. Financial Need of the Applicant

Financial Need Criteria	Score
A. Lowest one-third median household income	50
B. Middle one-third median household income	25
C. Upper one-third median household income	0
Maximum Possible Points A or B or C	**50**

5. Quality of the Overall Park Design

Quality Criteria	Score
A. Site Plan: Site is compatible with its intended purpose and the site plan is clear and understandable.	35
B. Application clearly describes the proposed and existing facilities at the site. Development is feasible and fully compatible with the size, natural and physical characteristics of the site. Expected traffic flow pattern is safe and convenient, access routes are provided to all facilities, facilities are placed to have the least environmental impact, layout maximizes groundwater infiltration, and the recreation and support facilities do not negatively impact each other.	35
C. Application clearly describes the proposed, existing, and future facilities at the site, including clear site plans. However, there are concerns about expected traffic flow, access to facilities, environmental impacts or the impact facilities will have on each other.	20
D. The application does not clearly describe the proposed, existing, and future facilities at the site or there are strong concerns about the expect traffic flow, access to facilities, environmental impacts or the impact facilities will have on each other.	0
Maximum Possible Points A + (B or C or D)	**70**

6. Entrance Fees

Entrance Fee Criteria	Score
A. No entrance fees OR Site is readily accessible by methods other than the automobile (applicant must demonstrate this through site records or other means) and there is no entrance fee when using these alternative methods to get to the park (e.g., public transportation, bicycle, walk-in); OR Entrance fees in place with partial or complete waiver available and applicant can	30

demonstrate that the waiver policy is effective in bringing people with low incomes into the park.

B.	Entrance fees in place with partial or full waiver but effectiveness in bringing people with low incomes into the park is questionable; OR Park entrance fees are waived, reduced, or by-donation-only on a regular basis for all users.	15
C.	Entrance fees in place with no waiver.	0
	Maximum Possible Points A or B or C	**30**

7. **Universal Design Access**

Universal Design Access Criteria	Score
A. The applicant obtained a design review from a person with a disability in their community, an organization representing people with disabilities or an advocate for persons with disabilities. Documentation of this review was provided.	15
B. The entire project is designed using the Principals of Universal Design with the intent to provide accessible recreation for all users. These criteria apply to scope items where ADA standards and guidelines apply.	30
C. A majority of the project is designed using the Principals of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.	20
D. Some of the project is designed using the Principles of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.	10
E. ADA standards and guidelines do not apply to the scope items or a majority of the scope items do not exceed the Principals of Universal Design.	0
Maximum Possible Points A + (B or C or D or E)	**45**

TOTAL POSSIBLE POINTS   **380**

APPENDIX A: LAND AND WATER CONSERVATION FUND

BASIS AND PURPOSE OF THE PROGRAM

The Land and Water Conservation Fund (LWCF) Act of 1965 (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 has had a role in establishing or bolstering a number of key national conservation policies and served as the blueprint for the Michigan Natural Resources Trust Fund and other state and federal recreation and conservation programs.

First among these is the principle of resource reinvestment. Most of the income deposited to the fund comes from offshore oil leasing revenues, based on the idea of recycling the proceeds of natural resources development back into natural resources protection. While a nonrenewable resource is being used, renewable resources in the form of conservation and recreation lands are increased and enhanced.

The grants program has also emphasized a leadership role for states - a full partnership with national and local governments in planning, funding, and providing nationwide recreation opportunities. As a result of this emphasis, states have:

- Made firm commitments to outdoor recreation planning
- Established and expanded their own scenic river trail and other systems
- Encouraged their cities and counties to improve planning and development of recreation resources
- Instigated hundreds of recreational bond issues to fund state and local parks.

A third principle, and one with major impact on long-term resource protection, is the **concept of a permanent, national recreation estate**. The LWCF Act requires that all property acquired or developed with LWCF assistance be maintained perpetually in public recreation use. This ensures that tens of thousands of outdoor sites - at every level of government and in almost every county of the United States - are recognized as continuing legacies that must remain available, not just for today's citizens but for all future generations of Americans.

FUNDING FOR THE PROGRAM

The LWCF is supported by revenues from gas and oil development from the outer continental shelf. Following Congressional appropriation, LWCF monies are apportioned to the states by the Secretary of Interior each fiscal year in accordance with the apportionment formula contained in the LWCF Act.

The formula includes a factor for equal distribution of a portion of the fund among the states, as well as factors for distribution based on population and need. Funds are apportioned to the individual states, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Government of the Northern Mariana Islands, which are collectively referred to as "the states". Funds may be made available through the states to political subdivisions of the state and other appropriate public agencies, including recognized Indian tribes which otherwise qualify for LWCF assistance.

ADMINISTRATION OF THE LAND AND WATER CONSERVATION FUND

The Governor of each state must designate in writing an official who has authority to represent and act for the state as the State Liaison Officer (SLO). The SLO has the authority and responsibility to accept and to administer funds paid for approved projects. The SLO for the State of Michigan is the Director of the Department of Natural Resources. The SLO also selects one or more alternate (ASLO) liaisons. The final selection of projects is approved by the SLO.

IMPORTANT INFORMATION FOR RECOMMENDED PROJECTS

All applications in the State of Michigan that are recommended for funding become part of the state's application to the NPS. For those applications that are recommended by the DNR Director, additional

information may need to be submitted to the DNR before the application can be submitted to the NPS for final approval.

BEGINNING THE PROJECT

NPS review and approval may take several more months before the DNR may issue the Project Agreement for the project. Projects can be started only after **both of the following actions** take place:

- Approval by the NPS.
- Execution of a formal contract (Project Agreement) between the DNR and the grantee.

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

- Solicit bids or begin the contractor selection process.
- Start site preparation work or incur any costs for which you intend to seek reimbursement, other than pre-approved engineering.

REQUIREMENTS FOR PROJECT COMPLETION

Following is a brief description of some of the key procedures and requirements for approved applicants. For more detail on these procedures, consult the booklet *Development Project Procedures* (IC1912), available from Grants Management, or access the website at www.Michigan.gov/DNRGrants click on "Land and Water Conservation Fund" and "Forms for Grantees".

Professional Services: All grantees are required to retain professional services to complete their project. A licensed engineer, architect, or landscape architect is required to prepare all plans, specifications, and bid documents and verify that all construction has been completed according to appropriate standards.

Project Completion: All grantees are given two years to complete a project. The project period begins when the Project Agreement is issued to the grantee. The project must be completed in accordance with the approved application. Changes to the project such as adding or deleting scope items require prior DNR approval. Significant changes will also require prior approval from the NPS.

Payment of Grant Funds: All grants are issued as reimbursement for costs incurred by the grantee. The DNR does not provide advance payments for approved projects. Grantees must submit reimbursement requests, accompanied by the required documentation, to receive grant funds. Multiple reimbursement requests may be submitted over the course of project construction. Reimbursement for engineering fees cannot be made until the construction costs have also been incurred. The final 10 percent of the grant amount will be withheld pending a successful inspection and audit of the grant file.

Because grantees must cover the cost of the project and wait for reimbursement, applicants should ensure they have adequate local funds available to initiate projects.

RESPONSIBILITIES FOLLOWING PROJECT COMPLETION

NOTE: The following information is taken from the National Park Service LWCF Manual.

Retention and Use

The project site shall be retained and used for outdoor public recreation in perpetuity. The project site cannot be wholly or partly converted to other than public outdoor recreation uses without prior approval of the DNR and the NPS. Also, significant changes made in how the site is used for recreation, such as changing the use at the site from passive to active, may also be subject to approval by the DNR and the NPS.

Operation and Maintenance

Sites developed with a LWCF grant shall be operated and maintained as follows:

- The site shall be signed as open to the public and display the standard LWCF sign.

- The site shall be maintained so it is attractive and inviting to the public.

- Sanitation and sanitary facilities shall be maintained according to applicable health standards.

- The site shall be kept reasonably open, accessible, and safe for public use. Fire prevention and similar activities shall be maintained for public safety.

- Buildings, roads, trails and other structures and improvements shall be kept in reasonable repair throughout their estimated lifetime to prevent undue deterioration and to encourage public use.

- Facilities shall be kept open for public use at reasonable hours and times of the year, according to the type of area or facility.

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.

The site shall be maintained at all times to be accessible and useable by persons with disabilities.

Preferential membership or annual permit systems are prohibited; however, admission price and other fees may be based on residency. Nonresident fees shall not exceed twice that charged residents; where residents are not charged a fee, nonresident fees may not exceed the rate charged residents at similar facilities in the area that are open to the public.

Compliance Inspections

The DNR 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.

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APPENDIX B: SOURCES OF INFORMATION ON ACCESSIBILITY AND UNIVERSAL ACCESS

U.S. ACCESS BOARD

www.access-board.gov

The U.S. Access Board is designated by the Americans with Disabilities Act (ADA) as the agency responsible for developing minimum accessibility guidelines to ensure that new construction and alteration of facilities covered by ADA are accessible and useable by people with disabilities

2010 Americans with Disabilities Act Standards for Accessible Design

https://www.ADA.gov/2010ADAstandards-index.htm

Outdoor Developed Areas Accessibility Guidelines

http://www.access-board.gov/guidelines-and-standards/recreation-facilities

The Access Board also has a website that provides links to a number of organizations whose mission is to provide access for persons with disabilities at:

https://www.disability.gov/
United States Access Board
1331 F Street, NW, Suite 1000
Washington, DC 20004-1111
Voice: (800) 872-2253 TTY: (800) 993-2822 FAX: (202) 272-0081

US FOREST SERVICE

https://www.fs.fed.us/recreation/programs/accessibility/

The U.S. Forest Service has developed the Forest Service Trail Accessibility Guidelines. The guidelines incorporate the Outdoor Developed Areas Accessibility Guidelines as well as existing USFS policies which include universal design considerations and agency terminology and processes. These standards must be followed for hiking trails on Federal land and the North Country Trail, a federally designated hiking trail.

NATIONAL CENTER ON ACCESSIBILITY

http://www.ncaonline.org/

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

National Center on Accessibility
501 North Morton Street - Suite 109
Bloomington, IN 47404-3732
Voice: (812) 856-4422 TTY: (812) 856-4421 FAX: (812) 856-4480

THE CENTER FOR UNIVERSAL DESIGN

www.ncsu.edu/ncsu/design/cud

The Center for Universal Design is a national information, technical assistance, and research center that evaluates, develops, and promotes accessible and universal design in housing, commercial, and public facilities, outdoor environments, and products.

The Center for Universal Design
College of Design
North Carolina State University
Campus Box 8613
Raleigh, NC 27695-8613
Staff email – cud@ncsu.edu

GREAT LAKES ADA AND ACCESSIBILITY ASSISTANCE CENTER

www.adagreatlakes.org

The Great Lakes ADA and Accessibility Assistance Center provides information, materials, technical assistance, and training on the Americans with Disabilities Act. Topics addressed includes the non-discrimination requirements in employment, the obligations of state and local governments and business to ensure that programs, services, and activities are readily accessible to and useable by people with disabilities.

DBTAC: Great Lakes ADA Center
University of Illinois at Chicago
Institute on Disability & Human Development (MC 728)
1640 West Roosevelt Road, Room 405
Chicago, IL 60608
Technical Assistance - Voice/TTY: (800)-949-4232 FAX: 312-413-1856
Email: gldbtac@uic.edu

MICHIGAN DISABILITY RESOURCES

www.Michigan.gov/DisabilityResources

The Michigan Department of Labor & Economic Growth created this website, which is devoted specifically to the interests, concerns, and needs of Michiganians with disabilities. The website offers information on services and programs for people with disabilities offered by the state of Michigan as well as other sites of interest.

MICHIGAN DISABILITY NETWORK

www.dnmichigan.org

The Michigan Disability Network represents the 15 Centers for Independent Living (CILs). They are a resource for accessibility education, advocacy and removing barriers for people with disabilities. The website includes a directory for the CILs.

APPENDIX C: GUIDANCE ON DESIGNING SPECIFIC TYPES OF RECREATION AND SUPPORT FACILITIES FOR UNIVERSAL ACCESSIBILITY

The following table lists design aspects that should be considered when designing the specified type of recreation or support facility for universal accessibility. This guidance is not exhaustive or mandatory, but it will be used by Grants Management staff when reviewing your application for universal accessibility.

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
Walkways and Trails:	- Walkways within a site – at least 6 feet wide with cross-slopes under 2% and running slopes under 5% - Multi-use trail – at least 8 feet wide, with cross-slopes under 2% and running slopes under 5% - Regional trail system – at least 10 feet wide, with 1-foot buffers on either side, with cross-slopes under 2% and running slopes under 5% - unitary surface like concrete, boardwalk or asphalt, crushed aggregate/screenings that have been "stabilized" or natural soils enhanced with soil stabilizers - transition plates between trail and pedestrian bridges, decks, etc. - contrasting color treatment of the surface and textured surface treatments such as brushed concrete at intersections or interpretive stations to cue people who have vision impairments that there is something to pay attention to at that spot - Larger (greater than 60"X60") level areas at all turns and intersections - thoughtfully laid out on the site to maximize the experience with minimal difficulty - accessible amenities such as benches, restrooms (port-a-johns), drinking fountains, etc.
Boardwalk:	- wider width so two people can walk side by side or people can pass - edge treatment to prevent roll/step off - in viewing areas all rails with clear viewing area between 32" and 51" for easy viewing - interpretive information in a variety of formats including auditory, large print, and pictures.
Nature enter:	- all interpretive information in a variety of formats including auditory, large print, and pictures. - creative use of technology for auditory descriptions (this gives the info. directly to the individual) closed loop assistive listening devices and closed-circuit captioning of all interpretive presentations - all displays at lowered heights for sitting or standing viewing - all operating mechanisms that are operable with one hand and do not require tight/pinch/grasp/wrist twist to operate.
Beach:	- **routes** over the beach and into the water, can be portable/temporary matting if it needs to be taken in and out for beach cleaning/dragging or in the off season - wide enough for side by side walking/passing - water access - at beach route end have an accessible area at the water's edge large enough to park multiple chairs while the owners are in the water with a transfer system at the water's edge so people can get down to the ground level and into the water.

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TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
Fishing dock/pier and observation/viewing decks:	- Fishing areas - all rails lowered to 32" or less all the way around so everyone can fish from anywhere or no rails at all with only an edge treatment to prevent roll off. Viewing areas – clear viewing space between 32" and 51". - sitting benches (all with backs and arm rests) scattered about so anglers can choose to sit or stand to fish - tackle box stands next to one bench end (not both) leaving one end clear space for sitting side by side with someone in a wheelchair - a variety of fish landing cutaways strategically placed - variety of accessible opportunities—over-water fishing, shore fishing, in-water fishing, etc. - transition plates between access route and deck/pier
Canoe/kayak/boat launch:	- wider route to hand wheel boat on a dolly next to the user or for two persons carry down - accessible surface to water's edge and into water at launch - more gentle slopes for easier entry and exit when hand wheeling a boat - some type of "rack" to stabilize boat at a transferable height then some type of mechanism/roller system to move, while seated in the boat, into the water - some means of transfer assistance such as overhead bars - some type of wench system to help pull boat out of water back into the rack to exit/transfer out. - if there is a dock provide a transfer system on the dock, so a person can be seated on the dock to transfer over to a boat in the water that is in some type of a stabilizer rack - adaptive kayaks available for use - shore station with a platform (instead of "V" rack) with a transfer system on the deck of the shore station, located next to a dock so someone could roll/get on the platform and lower it to the right level to transfer into a boat
Campgrounds:	- accessible surface on all sites, including rustic sites - larger spaces to accommodate side lifts on campers and vehicles - accessible tables, grills, and fire rings on all sites - centrally located restrooms on easy routes from each site
Camping Cabins and Yurts:	- larger clear space and maneuvering spaces in between all furnishings, including when all are in use (beds, tables/chairs with people seated at the table, shelves within lowered reach ranges, lowered wall hooks, etc.) - larger clear space thoughtfully located for typical portable items such as coolers, luggage, equipment/food bins/tubs, etc. - ramps not steps - wide perimeter decking - all accessible site amenities, tables, grills, fire rings, restrooms, etc.
Picnic areas and elements: Pavilions, picnic tables, grills, fire rings, water pumps, etc.	- all tables, grills, fire rings, water pumps, etc. accessible - all located on accessible routes - level routes onto pavilions with no changes of level from path to pavilion surface

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
	- wider routes and clear space with firm surface around all elements so someone with mobility limits can easily move around the element (table, grill, etc.) - a variety of table styles, some with clear sitting space on the side, some with extended tabletops on the end - some fixed tables to ensure they remain accessible (not moved off into a grassy or sandy area, etc.) - clear space all around each element so people can approach and use the grill, fire ring, etc. from the front, back and either side - grills you can lower/raise the cooking surface with one hand - raised fire building surfaces so you can place wood without learning too far over from a standing or seated position - single user/unisex accessible shower/toilet rooms
Archery range:	- **all** stations - route to retrieval area for each target - targets also usable with cross bows - arrow back stop to limit retrieval distance - larger maneuvering spaces to accommodate archers with shooting assistants - equipment stands at accessible heights reachable from a standing or seated position at each station
Playgrounds:	- Ramps **and** transfers - has both ramp and transfer access to **all** play components - ramps to every "getting on spot" or "sit/stand & do it spot" of every play component - transfer system from the ground up to the main deck located near the exits of slides and climbers furthest from the ramp onto the structure - only unitary safety surface such as poured-in-place or rubber tiles NOT any loose fill materials like shredded rubber, wood chips, engineered wood fiber, or any other non-unitary surface material - on deck transfer platform at the entry point of every slide - on deck transfer platform with one open transfer side and one side with transfer steps to every entry/exit point of every climber, so kids climbing up can get down to the deck to move to another component, as they may have left an assistive device at the ground - a good variety of things to manipulate that make noise or music, have high contrast/bright colors, games that two kids can play (to foster social interaction), Braille and sign language panels to teach awareness, easy to operate with just one hand with a whole fist (does not require tight/pinch/grasp/wrist twist to operate) - different high contrast colors for decks versus transfers so kids with low vision can perceive a change in level - play panels are located at heights so they can be used from a seated position or standing
Sports fields/courts: Fields: soccer, football, baseball, etc. Courts: tennis, basketball, bocce, horseshoes, pickleball etc.	- routes to both sides of **all** fields and courts, not just end zones - accessible seating spaces both ground level and elevated if risers/bleachers are provided - accessible seating spaces scattered throughout all viewing areas and levels with companion seating on both sides of the space

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TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
Other: skate parks, disc golf	- all lowered service windows at all concession areas - wider gate openings into court areas (tennis, bocce, basketball) and skate parks to accommodate wider sports wheelchairs - routes to both horseshoe pits and along both sides of the route between pits - level routes onto bocce courts with sitting benches at both ends
Skiing/sledding hill:	- accessible route to top (no steps), possibly using a "magic carpet" lift - level surface for sled mounting at hilltop - if staffed, provide ATV transport or have policy that allows personal ATV use - transfer at hill bottom to help transfer down to sled and back up into chair/walker
Restrooms:	- Unisex/single user toilet rooms/units so opposite sex care givers can assist; also, good for parents of young children of the opposite sex so kids aren't sent alone into the multi-user restroom - thoughtfully located near areas of activity such as play areas, beaches, fishing piers, etc. - accessible door pulls and water faucet handles - **all** accessible port-a-johns, again big enough for individual use or care giver/parental assistance.
Parking:	- more than minimum number of accessible paved parking spots - the accessible parking spot(s) must be paved, striped and signed - each connected directly to an accessible route to the park elements and NOT into the traffic flow - thoughtfully located nearest the activity entrance, which might require multiple lots (some near the beach, some near the playground, some near the bathhouse, etc.)
Interpretive Information Maps:	- Interpretive information and maps in a variety of formats including auditory, large print, and pictures,
Dog Parks:	- wider gates to accommodate someone in a larger outdoor wheelchair (or someone pushing a stroller…) - one hand operable latch mechanism located at a height that is easily reachable from a seated position - wider accessible perimeter paths around all dog run areas with curb cuts or level transitions into the run area for pet waste clean up - pet waste clean-up dispensers reachable from a seated or standing position and by kids - accessible design trash containers located away from tables and benches on the route out of the facility - accessible clear space on both ends of all benches - all accessible picnic tables, located on accessible surface with large clear space all around - shaded area with accessible sitting space connected to accessible perimeter route - accessible water source for owners and pets with easy one-handed operating mechanism located at an easy to reach height from a seated or standing position (and reachable by kids too)

AMERICANS WITH DISABILITIES ACT (ADA)

Below is a quick reference to the general minimum requirements for accessible spaces, clearances, reaches, viewing, and operation. These are not specific to types of recreation listed above. You must reference the *2010 American with Disabilities Act Accessibility Guidelines* and/or the *Recommendations for Accessibility Guidelines: Outdoor Developed Areas (Final Report)* for the specific type of recreation to find the specific scoping and technical minimum requirements. Websites at which these references can be found are listed in Appendix B. NOTE: The *2010 Americans with Disabilities Act Standards for Accessible Design* have been approved and are effective March 2012.

Clear width = 36" minimum for most accessible routes	Maneuvering space = 60" by 60" minimum and level, at entries and places for change of direction
Surfaces = ¼" maximum change, slopes less than 5%, firm and stable	Transferable height = 17"-19" with transfer supports
Head clearance = 80" high and as wide as the route	Knee clearance = 27" high by 30" wide by 25" deep
Clear space = minimum 30" wide by 48" deep located at the element	Tabletops, counters, and rail heights = maximum 34" high
Viewing = clear from 32"-51" height	Reach range = 48" maximum high forward; 15" minimum low on side
Operation = operating mechanism that is operable with one hand and does not require tight/pinch/grasp/wrist twist to operate.	

APPENDIX D: SAMPLE RESOLUTIONS

LAND AND WATER CONSERVATION FUND
SAMPLE RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITH DONATED FUNDS

WHEREAS, _____ supports the submission of an application titled,
"_____" to the Land and Water Conservation Fund for development of
_____ *(project description)* at _____ *(location or park name)*; and,

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

WHEREAS, _____ 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 Land and Water Conservation Fund application for $_____ , and further resolves to make available a local match through financial commitment and donation(s) of $_____ (__%) of a total $_____ project cost, during the 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.

_____   Dated: _____
Clerk

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LAND AND WATER CONSERVATION FUND
SAMPLE RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITHOUT DONATED FUNDS

WHEREAS, _____ supports the submission of an application titled, "_____" to the Land and Water Conservation Fund for development of _____ *(project description)* at _____ *(location or park name)*; and,

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

WHEREAS, _____ 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 Land and Water Conservation Fund 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.

_____   Dated: _____
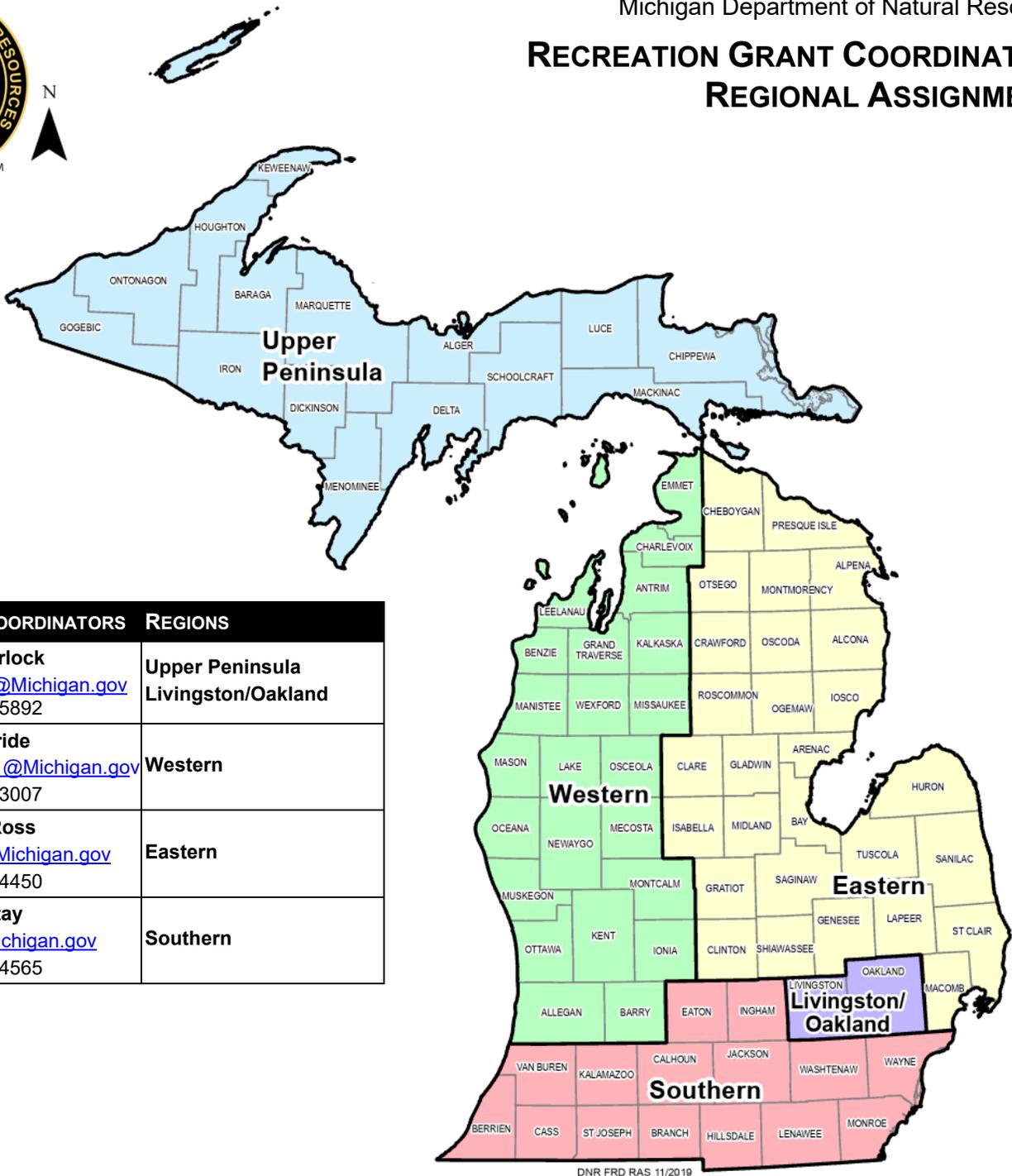Clerk

Michigan Department of Natural Resources

RECREATION GRANT COORDINATORS REGIONAL ASSIGNMENTS

GRANT COORDINATORS	REGIONS
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Andrea Stay StayA@Michigan.gov (517) 599-4565	**Southern**

DNR FRD RAS 11/2019

ADDITIONAL GRANTS MANAGEMENT CONTACTS

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Christie Bayus, Program Manager: Land and Water Conservation Fund, Marine Safety, and Recreation Passport Grant Programs (517) 242-8737, BayusC@Michigan.gov

Erin Campbell, Program Manager: Invasive Species Grant Program and Conversions Officer, (269) 300-9698, CampbellE6@michigan.gov

Chip Kosloski, Program Manager: Wildlife Habitat, Fisheries Habitat, and Clean Vessel Act Grant Programs, (517) 284-5965, KoskoskiC3@Michigan.gov

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Michelle Ballard, Payment Officer: Land and Water Conservation Fund, Fisheries Habitat, and Invasive Species Grant Programs, (517) 284-5974, BallardM3@Michigan.gov

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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 Registrati**on 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 Registrati**on 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.

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