



*Michigan Department of Natural Resources*

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*[www.Michigan.gov/DNR](http://www.Michigan.gov/DNR)*

# **MICHIGAN NATURAL RESOURCES TRUST FUND**

## **2026 APPLICATION GUIDELINES**



**Grants Management**

IC1905 (Revised 01/05/2026)

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## INTRODUCTION

### CELEBRATING THE 50<sup>TH</sup> ANNIVERSARY IN 2026

Over its 50-year history, the Michigan Natural Resources Trust Fund has had a tremendous impact on Michigan's landscape. \$1.4 billion has been awarded to state and local units of government and has been used to acquire and develop recreation land in all 83 counties of the state. More information is available in the appendix.

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

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

This booklet and all forms needed to complete an application are available on our website:

[www.Michigan.gov/DNR-Grants](http://www.Michigan.gov/DNR-Grants).

The online application is available via our [MiGrants help page](#).

### MICHIGAN NATURAL RESOURCES TRUST FUND BOARD INFORMATION

The Michigan Natural Resources Trust Fund Board's primary function is to submit to the Legislature a priority list of lands recommended for acquisition and/or development through the Natural Resources Trust Fund Grant Program, which supports development and improvement of public outdoor recreation opportunities across the state. The board also provides guidance to the Department of Natural Resources staff responsible for evaluating grant applications, making project recommendations, and administering projects funded by the grant program.

More information on the Michigan Natural Resources Trust Fund Board, including policies and procedures, board member information, meeting schedules, agendas and minutes are available on the DNR website here:

[https://www.michigan.gov/dnr/0,8817,7-350-79137\\_79763\\_79910---,00.html](https://www.michigan.gov/dnr/0,8817,7-350-79137_79763_79910---,00.html)

# MICHIGAN NATURAL RESOURCES TRUST FUND

## 2025 APPLICATION SCHEDULE

<b>January 2026</b>	Application period starts in MiGrants
<b>February 1, 2026</b>	Recreation plans, and plan amendments must be submitted by this date in <a href="#">MiGrants</a> .
<b>April 1, 2026</b>	Application due date. Application period closes in MiGrants.
<b>April 2026</b>	Applicants may receive requests for additional information based on an administrative completeness review.
<b>May - July 2026</b>	Grants Management staff conducts review of all applications and may conduct site visits.
<b>August - September 2026</b>	Preliminary scores are made available to applicants and supplemental information is requested.
<b>September - October 2026</b>	Grants Management staff review supplemental materials and complete final score evaluation.
<b>Early December 2026</b>	MNRTF Board makes final recommendations for funding.
<b>December 2026 - January 2027</b>	A bill is prepared and submitted to the Legislature for approval and appropriation of funds for the MNRTF Board final recommendations.
<b>Early to Mid-2027</b>	Grants Management distributes Project Agreements to grantees, usually by June, but actual date dependent on Legislature approval.
<b>Mid to Late 2027</b>	Projects may be started after the Project Agreement has been executed.

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

# CHAPTER 1: BASIC INFORMATION ABOUT THE MNRTF PROGRAM

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

## ESTABLISHING ELIGIBILITY

Local units of government are eligible to submit an MNRTF grant application. Part 19, Natural Resources Trust Fund Act, 1994 PA 451, as amended, defines a local unit of government as a city, village, township, county, or any combination of these entities in which authority is legally constituted to provide public recreation, such as:

- Regional recreation authorities formed under the Recreational Authorities Act, 2000 PA321, and railway 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.
- School districts that meet the requirements given in *Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plan* (IC 1924).

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

## 5-YEAR RECREATION PLAN

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

## PUBLIC INPUT

The applicant is responsible for providing the public adequate opportunity to review and comment on the proposed application.

All applicants must hold at least one public meeting to receive input about the application. This meeting must be held within the six-month period before the application deadline. A resolution committing to the application passed by your highest governing body is also required.

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](#). Paper applications will not be accepted and will be considered ineligible. The eligible entity must register as an organization on MiGrants before they can start an application. MiGrants information and tutorials are available on the DNR website.

## **LONG-TERM GRANT OBLIGATIONS**

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

- The land included in the boundary of the project site must remain open to public outdoor recreation use in perpetuity. This requirement pertains to both acquisition and development projects.
- The grantee must maintain the site, including facilities constructed with grant assistance and any other facilities necessary for their use, such as entrance drives, parking, walkways, and restrooms. This includes access in compliance with the 2010 ADA Standards for Accessible Design.
- All new projects must install a 12" x 18" MNRTF plaque from Rotary Multiforms, Inc. (unless a MNRTF recognition plaque already exists on site). 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](https://www.michigan.gov/dnr/0,4570,7-350-79134_81684_79209_81657-430506--,00.html)
- An entrance sign identifying the park as a public recreation site must be prominently displayed.

## **CONVERSIONS AND SIGNIFICANT CHANGES IN USE OF A GRANT ASSISTED SITE**

The land identified in the boundary map of the project agreement is encumbered for public, outdoor recreation use only, whether the grant was for acquisition or development. Occasionally, circumstances dictate that a community change all or part of a grant-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. In these instances, the grantee may make a request to the DNR for a conversion of use. If approved by the DNR, a conversion allows the grantee to change the use of the site by committing to replace the lost land with other land acquired and dedicated by the grantee. The replacement (a.k.a. mitigation) land must be at least equivalent in size and recreational 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.

In both of these situations, the grantee must work first with the DNR to obtain approval.

## **COMPLIANCE WITH PROGRAM REQUIREMENTS**

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

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

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

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

## ELIGIBLE PROJECTS

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

**Land Acquisition:** Eligible projects include acquisition of land or specific rights in land (for example, development rights or easements) for public outdoor recreation uses or protection of the land for its environmental importance or scenic beauty. Within a grant cycle, the MNRTF Board may choose to set aside a portion of the available funds for small acquisition projects requesting \$150,000 or less that fulfill Board priorities.

In most cases, acquisition of property already in public ownership, including property owned by public school districts, is not eligible for MNRTF assistance. MNRTF Board Policy 90.1 addresses the conditions under which the acquisition of land already in public ownership is eligible for assistance. MNRTF Board Policies are available on the DNR website, <https://www.michigan.gov/dnr/about/boards/mnrtf>

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

**Recreation Facility Development:** Eligible public outdoor recreation projects include fishing and hunting facilities, beaches, boating access, picnic areas, campgrounds, winter sports areas, playgrounds, ball fields, tennis courts, and trails. Also included are facilities needed to support outdoor recreation, such as nature interpretive buildings, park visitor centers, restrooms, and storage buildings for park equipment. Renovation of existing facilities is eligible and encouraged, but not if poor maintenance, design, or construction was the cause of the facilities' poor or unsafe condition. All construction and renovation must comply with all federal and state requirements regarding accessibility for people with disabilities. For more information on the grant development process review the [Development Project Procedures](#) booklet available on the DNR grants website. Development projects providing universal accessibility to recreation opportunities are especially encouraged.

Within a grant cycle, the MNRTF Board may choose to set aside a portion of the available funds for small development projects requesting \$75,000 or less that fulfill Board priorities.

Development projects that are not eligible include:

- Indoor recreation facilities, other than facilities that support outdoor recreation.
- Stadiums and other facilities designed expressly for viewing of professional or semi-professional arts or athletics, or intercollegiate or interscholastic sports.
- Amphitheaters, band shells, and permanent seating associated with them.
- Art displays, decorative fountains, and facilities for historical interpretation.
- Projects that would create an unfair competitive situation with private enterprises. In situations where privately managed facilities are providing identical or similar recreation opportunities, the local government must provide additional written justification of the need for the proposed facility in light of the private sector's presence.
- Projects which are primarily 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 MNRTF projects.
- Most improvements to public roadways.
- Invasive species removal, shoreline stabilization, stream/habitat restoration or erosion control which are not directly associated with development of recreation facilities at the site.
- Municipal infrastructure, such as electric transmission lines, sewer mains, and water mains, is not eligible for funding with DNR Recreation 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.

## **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 a senior level paid staff person of the local unit of government of the community. For acquisition projects, the landowner or someone who represents the landowner, including a realtor, cannot represent the community at either the application or grant completion stage. For development projects, a contractor who may gain financially from the project cannot represent the community at either the application or grant completion stage.

## **MINIMUM AND MAXIMUM GRANT AMOUNTS**

**Development:** \$15,000 minimum (\$20,000 minimum total project cost)  
\$400,000 maximum

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

## **ALLOWABLE NUMBER OF PROJECT SITES**

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

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

**Development** applications should be for a single park site or contiguous trail.

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.

## **RESUBMITTAL OF PREVIOUS YEAR'S UNSUCCESSFUL APPLICATION**

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

## **NUMBER OF ALLOWABLE APPLICATIONS FROM A SINGLE APPLICANT**

There is no limit to the number of applications that an applicant may submit within a funding cycle, however, the applicant will be asked to prioritize multiple applications of the same type (development or acquisition). Each application must be a standalone project, that is, not dependent on another project application in order to be constructed.

## **ELIGIBLE COSTS**

For **development** projects, only those costs directly associated with the construction of the project will be reimbursed, including engineering costs and the costs associated with obtaining permits. Overhead, maintenance, administration, attorney and contingency costs are **not eligible** for assistance for either acquisition or development projects. Engineering costs are only eligible for reimbursement once the project is under construction. Development grantees are responsible for making payments toward the project's construction and are then reimbursed at the grant percentage listed in the grant agreement, not to exceed the grant amount.

The amount of MNRTF funding for the **acquisition** of land or rights in land is determined by the market value of the property as approved by the DNR and the grant percentage at the time of purchase. Some incidental costs associated with the purchase are also eligible for assistance (see Section C-1).

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

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

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

## **APPLICANT MATCH REQUIREMENTS**

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

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

The applicant match for **development** costs can be met by general funds, cash donations, other grants, and force account labor or equipment. Force account labor or equipment includes certain applicant-assumed costs directly related to the construction of the proposed project, such as charges for local government-owned equipment and labor performed by the applicant's employees. Land acquisition costs are not eligible as match for a development project. The source and amount of all donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

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

- General fund – Resolution from local governing body committing to the match dollar amount passed within last six months and submitted by April 1.
- 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 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 land value – Letter from landowner committing to donate a fixed percentage of the appraised, DNR-approved market value. This match source is only eligible for acquisition grant applications.
- Donation of goods and services – Letter from the donor explaining the nature and value of the goods or services. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as a percentage off a price are not accepted for documentation of match.
- In-kind/Force-account – Resolution from the governing body committing to the match dollar amount.

Secured match ensures there should not be cash flow problems threatening the completion of the project. Changing match after the October 1 deadline is highly discouraged. However, if a change to the amount or source of match is necessary, the prior approval of the DNR is required and the grantee must provide documentation as to adequate cash reserves to fund the project. Applicants who are awarded MNRTF grants must understand that the receipt of grant funds outside of the MNRTF grant for this project may impact the amount of funds earned on the MNRTF grant. The combination of MNRTF grant payments plus other State of Michigan grant payments may not exceed one hundred percent of eligible project expenses.

## REQUIREMENTS FOR 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.

## REQUIREMENTS FOR LAND ACQUISITION GRANTS

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

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

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

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

## LAND ACQUISITION NEGOTIATIONS ALLOWABLE PRIOR TO RECEIVING A GRANT

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

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

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

## CONTAMINATED PROPERTIES

Contaminated properties are eligible for grant assistance, provided a due care plan verifies that the property can be made safe for the proposed uses and the contamination will not have a substantial, negative impact on the overall public recreation, public safety, and/or resource protection values of the site. For development applications, a due care plan must be provided by October 1<sup>st</sup> of application year. For acquisition applications, at a minimum, an environmental report as outlined in this booklet under Section F: Site Conditions, must be provided by October 1<sup>st</sup> of the application year.

## CHAPTER 2: DEVELOPING A PROJECT PROPOSAL

Each year, the Michigan Natural Resources Trust Fund offers local communities and state agencies the opportunity to apply for grants to assist with the purchase and development of land for public outdoor recreation and natural resource protection. Over the 50-year history of the program, over \$1. billion has been awarded. More information on the history of the MNRTF Program and the goals of the Board can be found in Appendix A.

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

### MNRTF PROGRAM GOALS

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

#### 2025 PRIORITY PROJECT TYPES OF THE MNRTF BOARD

The MNRTF Board will emphasize the following four areas for funding in 2025:

1. Trails (including water trails)
2. Regionally Significant Projects
3. Wildlife Habitat, and Hunting Access (**acquisition only**)
4. Lake and River Public Access (**acquisition only**)

Refer to the scoring criteria for more information on each of the priorities.

### HOW TO PREPARE AN MNRTF GRANT APPLICATION

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

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

### COMPLETING THE MNRTF GRANT APPLICATION SECTIONS

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

#### SECTION A: APPLICANT, SITE, AND PROJECT INFORMATION

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

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

**Proposal Title:** The park name should be included in the title and the terms “acquisition,” “expansion,” or “addition” for an acquisition proposal and “development,” “renovation,” or “improvements” for a development

proposal.

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

For development applications start the description: "Development of (describe what you are proposing to develop) at (name of park). For acquisition applications start the description: "Acquisition of (number of acres or linear feet of corridor) to be purchased in (fee simple/easement)". Examples below:

*Development – "Development to modernize campsites to provide barrier-free access and improved vehicular circulation within Muskallonge Lake State Park. The current campsites will be improved to maintain a safe and functional camping experience for park visitors and to attract new visitors in the growing tourism market of Northern Michigan. The campground will also be a very useful accommodation for users of the North Country Iron Belle Trail."*

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

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

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

## SECTION B: PROJECT FUNDING AND EXPLANATION OF MATCH SOURCES

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

**Grant Amount Requested:** Indicate the amount of MNRTF funding you are requesting, rounded to the nearest one hundred dollars. Remember the \$15,000 minimum and \$400,000 maximum allowable grant request amounts for development projects.

**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. To be eligible, this number must be at least 25% of the total project cost.

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

- a) **General Funds or Local Restricted Funds:** Local cash from the applicant's general fund or restricted recreation funds.
- b) **Force Account Labor/Materials:** The applicant's paid employees that will work directly on the construction of the project or the cost of materials that will be used in the construction of the project. This value cannot include administration or supervision costs but may include engineering and other professional services.
- c) **Federal or Other State Funds:** Other Federal or State grant funds that have been awarded funding within the MNRTF grant project period.
- d) **Cash Donations:** Cash from donations, fund-raising, private grants, 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).

- f) **Donated Land Value:** A donation by the landowner of a portion of the value of the property. This is an eligible source of match for acquisition applications only.

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

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

### Parcel Information Table

- 1. Estimated Market Value:** Enter your best estimate of the value of the parcel or rights in land you propose to acquire. It is recommended that you have an appraisal done to get an initial determination of the fair market value and to establish a foundation for your grant request. You may estimate value by looking at past appraisals and land values in the area or by talking to your local assessor. Note: Appraisal costs incurred prior to receiving an executed project agreement are not eligible for reimbursement. If multiple parcels are involved, the Total Appraised Value on the bottom of the page will be automatically calculated when the page is saved by adding the Estimated Market Value for each of the parcels.
- 2. Estimated Incidental Costs:** The following incidental costs are reimbursable under the MNRTF Program:
  - **Appraisals:** Enter the anticipated cost to retain a state-certified general appraiser. The appraiser will estimate the market value of the property, or of the specific rights in land to be acquired, subject to review and approval by DNR. (When the estimated market value is over \$1,200,000, two appraisals will be required.)
  - **Environmental Assessment:** Enter the anticipated cost to hire a qualified environmental consultant to advise and prepare the appropriate due diligence, and if necessary, due care actions. Environmental assessment costs, up to 5 percent of the purchase price of the property, are reimbursable. The cost of cleanup actions needed to make a site safe for recreation use and to comply with state law cannot be included in your total project cost.
  - **Other Incidental Costs:** These costs include prorated taxes, recording fees, transfer tax, title insurance, (or the cost of a title search for railroad properties), title search and closing fees. Costs associated with preparation of a purchase agreement or option, including any down payment or pre-payment made prior to the execution of a project agreement, is not reimbursable. Back taxes, lawyer's fees, property surveys, land clearing, demolition, fencing, and other development costs **are not** eligible items under an acquisition grant.

Total appraised value, incidental costs, and total acquisition costs will automatically be calculated based on the information provided in the Parcel Information tables when the page is saved.

## SECTION C-2: PROJECT DETAILS – DEVELOPMENT APPLICATIONS ONLY

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 be provided to the proposed scope items, accessible parking and/or park access points and relevant support facilities, such as a restroom building. Facilities that directly support the scope items should be accessible. This work may be included in the scope as part of your proposed project. See Appendix B for additional resources. Development applications proposing universal accessibility must **exceed** ADA minimum requirements for a higher score. See the Narrative Section and Appendices B and C for more information on how to design universally accessible projects.

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 project agreement provided by the DNR.

**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.

**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.

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

Include in the table permit fees, the cost to order a MNRTF 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. The Prime Professional will also be required to certify all requests for reimbursement, including the final request, verifying that all construction was completed according to acceptable standards. Engineering costs for these services, up to 20 percent of the project cost, are eligible for reimbursement at the grant percentage.

Information on the MNRTF 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](https://www.michigan.gov/dnr/0,4570,7-350-79134_81684_79209_81657-430506--,00.html)

## SECTION D: JUSTIFICATION OF NEED

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

**Recreation Plan:** The proposed project 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.

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

**Input from people with disabilities, their families, or advocates:** Indicate whether you consulted with anyone in the disability community for review of the design of the project or of specific scope items that relate to

accessibility. Upload a letter or meeting minutes which specifies their recommendations, if any, on how the project can meet or exceed ADA requirements. Letters from consultants or equipment representatives will not be considered as input from an advocate of the disability community.

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

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

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

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

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

## SECTION E: APPLICANT HISTORY AND STEWARDSHIP

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

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

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

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

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

## SECTION F: SITE CONDITIONS

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

**Environmental Report:** If your project site has current or past uses that suggest there may be contamination, or if you have inadequate information about site conditions (that is, you answered “yes” or “unknown” for one or more questions), you are required to prepare an environmental report and upload it under Environmental Report on the Required Attachments Page.

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

### **Contents and Headings for an Environmental Report**

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

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

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

Local agencies may include:

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

State agencies may include:

- Michigan Department of Environment, Great Lakes, and Energy [www.Michigan.gov/EGLE](http://www.Michigan.gov/EGLE)
- Michigan Department of Natural Resources, Natural Rivers Program <https://www.michigan.gov/dnr/managing-resources/fisheries/natural-rivers>
- Michigan Department of Community Health [www.Michigan.gov/MDCH](http://www.Michigan.gov/MDCH)
- Michigan Department of Transportation [www.Michigan.gov/MDOT](http://www.Michigan.gov/MDOT)

## **SECTION G: NATURAL FEATURES OF THE PROJECT SITE**

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

## **SECTION H: WILDLIFE VALUES OF THE PROJECT SITE**

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

## **SECTION I: NATURAL RESOURCES RECREATION OPPORTUNITIES**

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

## **SECTION J: PUBLIC ACCESS OPPORTUNITIES**

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

## SECTION K: TRAILS

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

**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 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 focus on biking. If your 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 at <https://www.michigan.gov/recsearch/trails/iron-belle-trail>.

## APPLICATION NARRATIVE SECTION

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

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

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

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

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

**Alignment with SCORP and Michigan Natural Resources Trust Fund Board Priorities:** If applicable, describe how the application aligns with the goals of the Statewide Comprehensive Outdoor Recreation Plan (SCORP), including trails, community recreation, green technology, coordination and communication and Universal Access and Priority Project Types of the MNRTF Board.

**Public Input:** The applicant is responsible for providing the public adequate opportunity to review and comment on the proposed application. Dedicated public hearings are not required; however, the application must be an agenda item open to discussion by the general public in the normal public meetings of the local unit.

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.

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

**Accessibility Review:** For development applications, tell us about your process in identifying and contacting individuals and organizations, especially disability advocacy groups, to participate in planning the project, or that have agreed to assist in the operation or maintenance of the project.

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

As a starting point, you may want to contact access advocacy groups and organizations located within or near your community. These may include:

- Centers for Independent Living; go to [www.ncil.org](http://www.ncil.org) for a directory
- Michigan Disability Network, go to [www.dnmichigan.org](http://www.dnmichigan.org) for a directory
- Other advocacy groups, such as:
  - The ARC (<https://www.arcmi.org/>)
  - 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.

## **II. PROJECT DESCRIPTION (3,000 Characters Max)**

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

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

- Minimize the impact on natural features at the site. For example, placing active recreation areas away from bird watching areas and constructing new facilities in the least environmentally sensitive areas or renovating existing facilities.
- Providing a project that meets the community's needs without being extravagant.
- Designing facilities to be appropriate in scale for the level of anticipated use.
- 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 and trails.
- Minimize the traffic flow within the park and avoid multiple road crossings whenever possible.
- The relationship of proposed facilities to existing support facilities and provision of necessary support facilities.

- Addressing safety and crime issues through means such as:
  - Layout maximizes visibility of people and parking areas
  - Adequate lighting
  - Hours of operation clearly posted
  - Monitoring of project area at appropriate times and locations
- If proposed facilities will include universally accessible features, provide a description of those features, how the project incorporates the 7 Principals of Universal Design and how feedback from disability advocates or people with disabilities impacted the design of the project.
- **All new utility service lines and existing overhead lines (if directly over the facility) must be buried.**

**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, boat), distance of trail and connections that the trail may have within the community, region and beyond. Supporting documentation, including trail plan excerpts or website links, 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.

**Renovation:** For development applications, points may be earned for projects that renovate an existing facility that is approximately 20 years old for outdoor facilities and 40 years old for buildings (considering high-use and environmental factors). 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, at least 50% 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 are 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 pavers, rain gardens and bioswales with native plantings.
- Environmental features such as green roofs, use of Michigan native landscape materials, reduction of light pollution (i.e. Dark Sky certified lighting), etc., which go above and beyond commonly used items or industry standards.
  - Recycled concrete, recycled metals, recycled plastics, and low-flow water features **will not be considered.**
- Net-zero energy buildings, or use of solar, wind, and geothermal energy to support electricity needed for recreational purposes at the site.

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

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

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

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

Provide the following information:

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

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

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

Note: For a list of threatened and endangered species, dedicated rivers, and dedicated wilderness or natural areas, you may refer to the Department's web page at [www.Michigan.gov/DNR](http://www.Michigan.gov/DNR). For information about rare plants, animals, and other significant features, refer to the Michigan Natural Features Inventory website at <https://mnfi.anr.msu.edu>. For general information on wetlands and sand dunes, visit the Department of Environment, Great Lakes, and Energy website at [www.Michigan.gov/EGLE](http://www.Michigan.gov/EGLE).

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

ability for wildlife passage. Only acquisition projects receive points for providing buffers and wildlife corridors.

- Acquisition of a new dedicated hunting area in a location of the state which is lacking in hunting access. The acquisition project will involve 500 or more acres of land in one of the DNR's Managed Public Land Strategy zones or, if the project involves less than 500 acres, the project will acquire land in a strategy zone, and it is reasonable to conclude that the area can grow to 500+ acres in the future. A public land strategy zone map is provided in Appendix I. The DNR Managed Public Strategy can be viewed here: <https://www.michigan.gov/dnr/managing-resources/public-land/strategy>

#### **IV. OTHER INFORMATION (2,000 Characters Max)**

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

#### **REQUIRED ATTACHMENTS SECTION**

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

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

- Maintenance Plan**
- Project location map**
- Site development plan**
- Boundary map** delineating the legal boundaries of the site
- Photographs of the site**
- Agenda and Certified minutes of the public meeting** at which the application was discussed
- Certified Resolution** and certified meeting minutes where the resolution was passed by the governing body that is authorized to allocate matching funds for the application
- Copy of most recent deed(s) for the parcel(s)**
- Environmental Report** if applicable based on *Property Checklist* in Section F of the application
- Notice of Intent Form** (PR5601-1)
- Transmittal of the Notice of Intent Form** to the regional clearinghouse

#### **Required Attachments for ACQUISITION applications only:**

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

#### **Required Attachments for DEVELOPMENT applications only:**

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

#### **Additional Information for ALL applications:**

- Letters of support** for the project
- Documentation of local match sources**
- Correspondence regarding regulatory permitting issues**, if applicable
- Expert documentation to support the features in Sections G and I**

## Additional Information for DEVELOPMENT applications Only:

- Universal Design Documentation

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

## REQUIREMENTS FOR ALL APPLICATIONS

### MAINTENANCE PLAN

- Acquisition Application: Include a simple management plan including invasive species control where relevant and demonstrate the ability to fund maintenance such as a millage, annual budget, staffing, etc.
- Development Application: Provide documentation to show a sufficient level of dedicated funding, operational staff, multi-year contracts, or formal endowments which relate to on-going upkeep of the proposed improvements.

### PROJECT LOCATION MAP

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

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

### SITE DEVELOPMENT/CONCEPTUAL SITE PLAN

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

If there are currently any non-recreation uses on 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.

For **development** projects, the placement of all scope items proposed in the application must be depicted. It should be clear which items already exist, and which are parts of the *proposed* project. If you choose to include future site improvements, these must be labeled as “future“ (future items are not required to be included).

**Required Accessibility Standards:** The proposed project must 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. 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. The Site Plan and Floor Plans (when buildings are proposed) should provide labels, dimensions, or other details in order to demonstrate ADA and proposed UD features. The Site Plan and Floor Plan must be uploaded in the Required Attachments Section. Meeting minutes and accessibility review letters can be uploaded in the Required Attachments Section under Letter for Universal Design.

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

**Principals of Universal Design:** These principals were developed by the Center for Universal Design, North Carolina State University.

- Principal 1: Equitable Use – The design is useful and marketable to people with diverse abilities.
- Principal 2: Flexibility in Use – The design accommodates a wide range of individual preferences and abilities.
- Principal 3: Simple and Intuitive Use – Use of the design is easy to understand, regardless of the user’s experience, knowledge, language skills, or current concentration level.
- Principal 4: Perceptible Information – The design communicates necessary information effectively to the user, regardless of ambient conditions or the user’s sensory abilities.
- Principal 5: Tolerance for Error – The design minimizes hazards and the adverse consequences of accidental or unintended actions.
- Principal 6: Low Physical Effort – The design can be used efficiently and comfortably and with a minimum of fatigue.
- Principal 7: Size and Space for Approach and Use – Appropriate size and space is provided for approach, reach manipulation, and use regardless of user’s body size, posture or mobility.

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

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

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

(Your plans for providing access to **acquisition** project sites may be at a more preliminary stage called a conceptual site plan. We will use as much information on your plans for the site as you provide in evaluating acquisition applications. At a minimum, you should depict your short-term plans for making the site available to the public upon acquisition.)

## **BOUNDARY MAP**

Boundary maps should clearly define the boundary of the area under legal ownership or control of the applicant or proposed to be purchased. In other words, the area described in the deed, lease or easement for this site. The boundary map and site development plan can be the same document as long as the boundary is clearly highlighted. Use permanent landmarks like streets and water bodies, as well as dimensions (if readily available) to clearly define the area. The boundary map must match the legal description of the area described in the Documentation of Site Control Form for Development projects. This map, in conjunction with the site control form and documentation, is used to determine if you have adequate control over the property to be developed. If there are currently any non- recreation uses within the boundary of the project site or such uses are proposed for the future, these uses (and structures) should be clearly depicted and excluded from the boundary.

## **SITE PHOTOGRAPHS**

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

## **CERTIFIED RESOLUTION**

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

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

## **AGENDA AND MINUTES OF THE PUBLIC MEETING**

Upload the agenda and the certified copy of the complete set of minutes from the meeting held to receive public comment about the project. If comments were made about the project by the public, those comments must be included in the minutes. If 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 agenda and meeting minutes. Do not use links to minutes on websites. If there were separate meetings for the public comment and when the highest governing body passed a resolution supporting the application, provide certified copies of both sets of meeting minutes and agendas.

## **COPY OF MOST RECENT DEED**

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

## **NOTICE OF INTENT FORM (PR5601-1) AND ACCOMPANYING TRANSMITTAL**

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

## **REQUIREMENTS FOR ACQUISITION APPLICATION ONLY**

### **PLAT OR PARCEL MAP**

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

### **TAX BILL FOR THE PARCEL TO BE ACQUIRED**

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

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

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

# REQUIREMENTS FOR DEVELOPMENT APPLICATIONS ONLY

## PRELIMINARY FLOOR PLANS AND ELEVATIONS

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

## DOCUMENTATION OF SITE CONTROL FORM (PR5750-4)

Indicate the type of control you currently hold or will hold by October 1st of the year of application. **Generally, leases and other non-perpetual interests will only be allowed if the lessor is also a unit of government legally constituted to provide public recreation, and the lease contains language that the lessor would assume all grant obligations for the grant-assisted area, including keeping the grant-assisted area open for public outdoor recreation in perpetuity.**

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

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

Include a copy of the deed for each parcel. Upload the *Documentation of Site Control Form* and Deed, Lease, or other evidence of site control in the Required Attachments Section under Site Control Form and Deed.

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

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

## ADDITIONAL ATTACHMENTS FOR ACQUISITION AND DEVELOPMENT

### LETTERS OF SUPPORT

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

### DOCUMENTATION OF MATCH COMMITMENT(S)

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

- General **fund and force account labor** should be committed within the certified resolution of the governing body.
- If any portion of the match is to be made up of funds from **other grant funding sources**, include a copy of the notification of award and information on the scope of work and budget provided in the other grant application. Grant applications which have not been awarded are not considered secure match.
- If any portion of the match is to be made up of **cash, labor, or material donations**; include a letter from each donor committing to their donation. Donations of services should include an hourly rate and estimated hours of work to complete the service. Donated labor must be valued at minimum wage unless a professional is donating their professional services (such as an electrician).
- If the donor is an **adjacent community** contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.
- For **land donations**, the letter from the donor must commit to a percentage of the appraised and DNR-approved market value of the property and a cash value. This source of match can only be used for acquisition projects.

### CORRESPONDENCE REGARDING PERMITTING ISSUES

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

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

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

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

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

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

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

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

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

## **ENVIRONMENTAL REPORT**

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

## **ADDITIONAL ATTACHMENTS FOR DEVELOPMENT APPLICATIONS**

### **UNIVERSAL DESIGN DOCUMENTATION**

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

If you received a design review for this project, upload any documentation to support the review (meeting minutes, review letters, etc.). Documentation should specify how the project or specific relevant scope items will meet ADA or go beyond ADA to Universal Design.

### **ADDITIONAL INFORMATION SECTION**

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

- List any parks within your system for which you have a “residents only” policy.
- Discuss any parks which you have closed, sold or transferred in the last 5 years. Describe the reason,

- process and outcome. Were any of these parks purchased or developed with recreation grant funds?
- Discuss any health advisories for the water bodies accessed by your project. Describe how these advisories will affect the use of the site and your proposed facilities.

## CERTIFICATION

### SIGNATURE

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

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

1. Have read and understand all of the information included in the MNRTF Application Guidelines booklet (IC1905) 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 funded with MNRTF grant assistance, as described in the project agreement, to public outdoor recreation in perpetuity.

## CHAPTER 3: SUBMITTING DOCUMENTS IN MIGRANTS

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

### SUBMITTING AN APPLICATION

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

1. Authorized Official accesses MiGrants.
2. In the "My Opportunities" box look for the grant you want to apply for and click on it to initiate an application. If you have an application from a past Trust Fund cycle that wasn't funded, you can select that application to Copy Forward. If not, leave "Don't Copy Forward" in the drop-down menu. You have now created an MNRTF application.
3. A landing page will show after the application is initiated and each time the application is accessed. The application number is listed under "Document Name."

**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 – TF25-1234. If you leave this page and want to return to it, login and click on the Searches tab and search for the application number. **Be aware:** utilizing "My Opportunities" multiple times will create multiple applications. If you *need* to start multiple applications complete all of the steps listed above.

4. Use the left-navigation menu and complete all application pages listed under Forms. The Authorized Official, Agency Staff or Consultant can upload and make changes to application pages in the system. Make sure to save after each upload, after making changes to a page or before navigating away from the page. Changes will not automatically be saved.
5. Once all pages are complete and there are not any page errors, the Authorized Official must change the status to submit the application.
6. On the left-hand navigation menu go to Status Options, then click "Application Submitted". This is the location you will go to throughout the application process to change the status.
7. Make sure the application is submitted before the application deadline, or you will be unable to complete the application process.

### ADMINISTRATIVE COMPLETENESS

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

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

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

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

## SUBMITTING SUPPLEMENTAL INFORMATION

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

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

## GENERAL MiGRANTS INFORMATION

**MiGrants Notifications** – The Authorized Official and anyone else who is added to the application document in MiGrants will get system generated e-mails when there is a status change and may also receive e-mails from the Grant Coordinators. Do not reply to any e-mail notifications from MiGrants. System messages will come from the e-mail address [migrants-noreply@michigan.gov](mailto:migrants-noreply@michigan.gov). If you receive an e-mail, it may direct you to complete additional steps or pages. For additional information on utilizing the MiGrants system please refer to the [MiGrants information page](#) on the DNR Grants webpage.

## CHAPTER 4: APPLICATION SCORING CRITERIA

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

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

### DEVELOPMENT APPLICATION SCORING CRITERIA

<b>1. PUBLIC SUPPORT</b>	<b>POINTS</b>
A. The proposed project received multiple support documents by diverse stakeholders in the community. The applicant is addressing any public opposition or concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	10
B. The proposed project received minimal support documents. The applicant is addressing any public opposition or concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	5
C. The proposed project received no support documents.	0
<b>Maximum Possible Points (A or B or C)</b>	<b>10</b>
<b>2. PROPOSED MAINTENANCE</b>	<b>POINTS</b>
A. Maintenance plan demonstrates sufficient detail of funding sources. Maintenance tasks, schedule, and who is responsible for the work is provided.	10
B. Maintenance plan is provided, but does not include all required details listed in item A.	5
C. Maintenance plan was not provided or plan does not include any details. (0 points)	0
<b>Maximum Possible Points (A or B or C)</b>	<b>10</b>
<b>3. SITE QUALITY</b>	
<b>A. PARK VISIBILITY</b>	<b>POINTS</b>
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.	10
ii. The site is moderately recognizable as a public park, or the location needs signage improvements to be more easily recognized.	5
iii. Site is difficult to locate and is difficult to recognize as a public park	0
<b>B. EASE OF ACCESS</b>	<b>POINTS</b>
i. Can access the site through a variety of methods: Road, trail, sidewalk, water access or public transportation.	10
ii. Ability to access the site through one method in addition to the road.	5
iii. Can only access the site via road.	0
<b>C. SUSTAINABLE DESIGN</b>	<b>POINTS</b>

iv. Entire proposed project is designed with sustainable systems or features, where applicable.	25
v. A majority of the proposed project is designed with sustainable systems or features, where applicable.	20
vi. Some of the proposed project includes sustainable systems or features, where applicable.	15
vii. Minimal sustainable systems or features are included.	10
viii. None, or an unsubstantial amount, of the proposed project includes sustainable systems or features, where applicable.	0
D. RENOVATION: 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.	25
<b>Maximum Possible Points (A + B + C + D)</b>	<b>70</b>
<b>4. SITE PLAN AND PROJECT QUALITY</b>	<b>POINTS</b>
A. Site Plan: Site plan shows existing features to remain and all proposed scope items, is compatible with its intended purpose and is clear and understandable.	15
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.	15
C. Application clearly describes the proposed, existing, and future facilities at the site. However, there are concerns about expected traffic flow, access to facilities, environmental impacts.	10
D. The application does not clearly describe the proposed, existing, and future facilities at the site or there are strong concerns about the expected traffic flow, access to facilities, environmental impacts.	0
<b>Maximum Possible Points A + (B or C or D)</b>	<b>30</b>
<b>5. APPLICANT HISTORY</b>	<b>POINTS</b>
A. Applicant has not received a development grant from a recreation grant program in the past 10 years (MNRTF, LWCF, Recreation Passport).	20
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.	10
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 plaque requirements. Also, the applicant has complied with Department procedures while completing grant-assisted projects in the past 5 years. Issues that are evaluated and considered: <ul style="list-style-type: none"> <li>• Required DNR reviews of plans, specifications and bid packages prior to advertising</li> <li>• Required DNR reviews of contracts prior to awarding</li> <li>• Submittal of final reimbursements within 90 days after the end of the project period</li> </ul>	

<ul style="list-style-type: none"> <li>Documented history of non-responsiveness to open and active existing grants (examples: expired agreements/amendments, annual progress reporting, lack of progress within the 2-year project period)</li> <li>Performance of long-term grant obligations including post completion self-certification reports and plaque photos</li> </ul>	25
E. Applicant has a formal recreation department, division or parks committee/board.	10
F. Conversion History: Applicant has a known unresolved conversion of a grant-assisted site to a use that does not qualify as public outdoor recreation (applies to all grant programs).	-50
<b>Maximum Possible Points (A or B or C) + D + E + F</b>	<b>55</b>
<b>6. NATURAL RESOURCE ACCESS AND CONSERVATION</b>	<b>POINTS</b>
A. Project provides direct access to the highest quality natural resource-based recreation opportunities such as Critical Dune Areas, frontage on Great Lakes or their connecting water bodies (Detroit River, St. Mary's River, St. Clair River, or Lake St. Clair), frontage on Designated Natural Rivers, land that is or will become part of a dedicated wilderness, natural area, or Pigeon River Country State Forest.	60
B. Project provides direct access to good quality natural resource-based recreation opportunities such as inland lakes, rivers, natural communities or resources.	40
C. Project provides direct access to fair quality natural resource-based recreation opportunities.	20
D. Project will provide minimal natural resource-based recreation opportunities OR no natural resource values were noted in the application materials.	0
E. Project will provide supporting amenities and features of the Natural Resources at the site. Support includes trailheads, parking lots, restroom buildings, or interpretation. If supporting A - 30 points, B - 20 points, C - 10 points.	30
<b>Maximum Possible Points (A or B or C or D or E)</b>	<b>60</b>
<b>7. FINANCIAL NEED OF THE APPLICANT</b>	
DNR will score this section based on available statewide data and the geographical location of the proposed project using United Way's ALICE (Asset Limited, Income Constrained, Employed) index.	5-40
<b>Maximum Possible Points (40)</b>	<b>40</b>
<b>8. URBAN AREA RECREATION OPPORTUNITIES (PARKS WITHIN URBAN BOUNDARIES AS DEFINED BY THE U.S. CENSUS BUREAU)</b>	<b>POINTS</b>
A. Park is within the political boundaries of a core or inner ring city for a Metropolitan Statistical Area.	60
B. Park is within the urbanized area for a Metropolitan Statistical Area.	45
C. Park is within the urbanized area for a Micropolitan Statistical Area.	30
D. Park is within an urbanized area which doesn't meet the criteria for a Metropolitan or Micropolitan Statistical Area, or park is within 15 miles from an urbanized area.	15
E. Park is not within 15 miles of an urbanized area.	0
<b>Maximum Possible Points (A or B or C or D or E)</b>	<b>60</b>

**APPLICANT MATCH\***

<b>Local Match Percentage*</b>	<b>5 ALICE</b>	<b>10 or 15 ALICE</b>	<b>20 or 25 ALICE</b>	<b>30 or 35 ALICE</b>	<b>40 ALICE</b>
0-25%	0	0	0	0	10
26-29%	0	0	10	15	20
30-39%	0	10	15	25	30
40-49%	10	15	25	35	40
50%+	15	25	35	40	45

**Maximum Possible Points: 45**

\*Only match that is documented and secure is used to score this criterion.

<b>9. ENTRANCE FEES</b>	<b>POINTS</b>
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 demonstrate that the waiver policy is effective in bringing people with low incomes into the park.	25
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 for low-income users.	0
<b>Maximum Possible Points (A or B or C)</b>	<b>25</b>
<b>10. UNIVERSAL ACCESS DESIGN</b>	<b>POINTS</b>
A.I.) <b>Prior to April 1 of the application year</b> , the applicant obtained a project review from a person with a disability in their community, an organization representing people with disabilities or an advocate for persons with disabilities. Documentation was uploaded prior to April 1	20
A.II.) <b>After April 1, but before October 1 of the application year</b> , the applicant obtained a project review from a person with a disability in their community, an organization representing people with disabilities or an advocate for persons with disabilities. Documentation was uploaded during supplemental.	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.	25
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.	15
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 scope items do not exceed ADA standards.	0
<b>Maximum Possible Points A1 or A2 + (B or C or D or E)</b>	<b>45</b>
<b>TOTAL POSSIBLE POINTS UNDER CORE DEVELOPMENT CRITERIA 1-11</b>	<b>450</b>

## PRIORITY PROJECT TYPES OF THE MNRTF BOARD - DEVELOPMENT

Listed are the maximum possible points that may be earned under each priority project type. An application may earn points under only one of the priority project types. Factors used to score applications, and their associated points, will be developed and available for review on the evaluation worksheet.

<b>1. TRAILS</b>	<b>POINTS</b>
A. Regional Trail or Trailhead: documented or designated land or water trail or trailhead improvements whose route crosses multiple communities. Regional trail must be promoted, well documented, and easily identified. *Documentation and promotion include an adopted plan, maps, online presence, and/or signs.	50
B. Local Trail or Trailhead: documented or designated land or water trail whose route is within a single community. Local trail is documented and easily identified.	30
C. Trail amenities: the intent of the project is focused on supporting amenities for regional or local trail.	10
D. Does not meet the criteria for items A, B or C above.	0
<b>2. STATEWIDE SIGNIFICANT</b>	<b>POINTS</b>
A. The Department has determined that the project is significant to a prosperity region, the state of Michigan, the Midwest or the country through a combination of their planning processes, diversified partners, and uniqueness and significance of natural resources or recreational opportunities. In addition, the project would provide public natural resource-based recreational opportunities that are not otherwise available within a reasonable distance. When viewed in its entirety, the project is likely to significantly affect the quality of life for the regional community and visitors.	50
B. Project is not significant to the prosperity region, the State of Michigan, the Midwest, or the country.	0
<b>Total Board Priority Points</b>	<b>50</b>
<b>TOTAL POSSIBLE CORE + BOARD PRIORITY POINTS</b>	<b>500</b>

## ACQUISITION APPLICATION SCORING CRITERIA

<b>1. PUBLIC SUPPORT</b>	<b>POINTS</b>
A. The proposed project received multiple support documents by diverse stakeholders in the community. The applicant is addressing any public opposition or concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	10
B. The proposed project received minimal support documents. The applicant is addressing any public opposition or concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	5
C. The proposed project received no support documents.	0
<b>Maximum Possible Points (A or B or C)</b>	<b>10</b>
<b>2. PROPOSED MAINTENANCE</b>	<b>POINTS</b>
A. Maintenance plan demonstrates sufficient detail of funding sources. Maintenance tasks, schedule, and who is responsible for the work is provided (Consideration given to anticipated uses of the site, e.g. wild land or nature preserve properties)	10
B. Maintenance plan is provided, but does not include all required details listed in item A.	5
C. Maintenance plan was not provided or plan does not include any details	0
<b>Maximum Possible Points (A or B or C)</b>	<b>10</b>
<b>3. SITE QUALITY</b>	<b>POINTS</b>
A. Ability to Get to the Site: The park can be directly and safely accessed and is appropriately located for the type of project.	25
B. Compatibility: Site is compatible with its intended purpose. Site is compatible with the proposed site design, if the site is to have developed facilities in the future. Site design is clear and understandable.	25
C. Conservation or Green Space Planning: Proposed project is part of a local or regional plan which focuses on land conservation or green space planning. Documentation has been provided to MNRTF staff.	25
D. Property will be purchased fee simple.	20
<b>Maximum Possible Points (A + B + C + D)</b>	<b>95</b>
<b>4. APPLICANT HISTORY</b>	<b>POINTS</b>
A. Applicant has not received an acquisition grant from the recreation grant program in the past 10 years.	25
B. Per capita acquisition grant assistance received by the applicant in the past 10 years is less than the median value awarded to all communities over the past 10 years.	10
C. Per capita acquisition grant assistance received by the applicant in the past 10 years exceeds the median value awarded to all communities over the past 10 years.	0

D. Compliance with program procedures: The applicant is in compliance with all requirements at park sites that have been acquired or developed with recreation grant assistance in the past, including plaque requirements. Also, the applicant has complied with Department procedures while completing grant-assisted projects in the past 5 years. Issues that are evaluated and considered: <ul style="list-style-type: none"> <li>• Required DNR reviews of plans, specifications and bid packages prior to advertising</li> <li>• Required DNR reviews of contracts prior to awarding</li> <li>• Submittal of final reimbursements within 90 days after the end of the project period</li> <li>• Documented history of non-responsiveness to open and active existing grants (examples: expired agreements/amendments, annual progress reporting, lack of progress within the 2-year project period)</li> <li>• Performance of long-term grant obligations including post completion self-certification reports and plaque photos</li> </ul>	25
E. Applicant has a formal recreation department, division or parks committee/board..	15
F. Conversion History: Applicant has a known unresolved conversion of a grant-assisted site to a use that does not qualify as public outdoor recreation (applies to all grant programs).	-50
<b>Maximum Possible Points (A or B or C) + D + E + F</b>	<b>65</b>
<b>5. NATURAL RESOURCE ACCESS AND CONSERVATION</b>	<b>POINTS</b>
A. The project will effectively implement the priorities in Michigan’s Wildlife Action Plan to conserve the most imperiled or rare species and community types, or include Critical Dune Areas, frontage on Great Lakes or their connecting water bodies (Detroit River, St. Mary’s River, St. Clair River, or Lake St. Clair), frontage on Designated Natural Rivers, land that is or will become part of a dedicated wilderness, natural area, Pigeon River Country State Forest, or effectively implement the priorities of the State Forest Management Plan.	70
B. The project will conserve or provide direct access to documented high-quality natural communities or resources, rivers, or lakes which are not listed in criteria A.	50
C. The project will conserve or provide direct access to a commonly found natural resource.	30
D. The acquisition and intended use of the property will provide minimal natural resource conservation or access OR no natural resource values were noted in the application materials.	0
E. Project will provide a good quality hunting, fishing, or wildlife viewing opportunity.	20
<b>Maximum Possible Points (A or B or C or D) + E</b>	<b>90</b>
<b>6. FINANCIAL NEED OF THE APPLICANT</b>	<b>POINTS</b>
DNR will score this section based on available statewide data and the geographical location of the proposed project using United Way’s ALICE (Asset Limited, Income Constrained, Employed) index.	40
<b>Maximum Possible Points</b>	<b>40</b>
<b>7. URBAN AREA RECREATION OPPORTUNITIES (PARKS WITHIN URBAN BOUNDARIES AS DEFINED BY THE U.S. CENSUS BUREAU)</b>	
A. Park is within the political boundaries of a core or inner ring city for a Metropolitan Statistical Area.	60
B. Park is within the urbanized area for a Metropolitan Statistical Area.	45
C. Park is within the urbanized area for a Micropolitan Statistical Area.	30

D. Park is within an urbanized area which doesn't meet the criteria for a Metropolitan or Micropolitan Statistical Area, or park is within 15 miles from an urbanized area.	15
E. Park is not within 15 miles of an urbanized area.	0
<b>Maximum Possible Points (A or B or C or D)</b>	<b>60</b>

**8. APPLICANT MATCH\***

Local Match Percentage*	5 ALICE	10 or 15 ALICE	20 or 25 ALICE	30 or 35 ALICE	40 ALICE
0-25%	0	0	0	0	10
26-29%	0	0	10	15	20
30-39%	0	10	15	25	30
40-49%	10	15	25	35	40
50%+	15	25	35	40	45

**Maximum Possible Points: 45**

\*Only match that is documented and secure is used to score this criterion.

9. ENTRANCE FEES	POINTS
A. No planned entrance fee; OR Site will be readily accessible by methods other than the automobile and there will be no entrance fee when using these alternative methods to get to the property (e.g., public transportation, bicycle, walk-in); OR There will be an entrance fee with partial or full waiver but effectiveness in providing access for people with low incomes is questionable; OR	25
B. There will be an entrance fee with partial or full waiver but effectiveness in providing access for people with low incomes is questionable; OR Entrance fee will be waived, reduced, or by-donation-only on a regular basis for all users.	15
C. There will be an entrance fee with no waiver for low-income users.	0
<b>Maximum Possible Points (A or B or C)</b>	<b>25</b>
<b>10. MOTORIZED RECREATION USE</b>	
A. Project allows motorized recreation use (ORV, snowmobile, and/or Class 3 Electric Bikes)	
<b>Maximum Possible Points</b>	<b>10</b>
<b>TOTAL POSSIBLE POINTS UNDER CORE ACQUISITION CRITERIA 1-10</b>	<b>450</b>

## PRIORITY PROJECT TYPES OF THE MNRTF BOARD - ACQUISITION

Listed are the maximum possible points that may be earned under each priority project type. An application may earn points under only one of the priority project types. Factors used to score applications, and their associated points, will be developed and available for review on the evaluation worksheet.

<b>1. TRAILS</b>	<b>POINTS</b>
A. Regional land trail/trailhead or documented or designated (state or federal) water trail: Acquisition of land that will be a trail or trailhead which is documented, promoted, and easily identified (signs).	50
B. Local land trail/trailhead or documented water trail: Acquisition of land for a trail or trailhead which is documented but not as promoted or easily identified as A.	30
C. Project will not acquire property for a trail or trailhead.	
<b>2. STATEWIDE SIGNIFICANT</b>	<b>POINTS</b>
A. The Department has determined that the project is significant to their prosperity region, the state of Michigan, the Midwest or the country through a combination of their planning processes, diversified partners, and uniqueness and significance of natural resources or recreational opportunities. In addition, the project would provide public natural resource based recreational opportunities that are not otherwise available within a reasonable distance. When viewed in its entirety, the project is likely to significantly affect the quality of life for the regional community and visitors.	50
B. Project is not significant to the prosperity region, the State of Michigan, the Midwest, or the country.	0
<b>3. LAKE AND RIVER PUBLIC ACCESS</b>	<b>POINTS</b>
A. Acquisition of land (or permanent public access easement) that includes Great Lakes shoreline that is located in a DNR mapped "gap" area where there is a stretch of shoreline greater than 5 miles without public access or land (or permanent public access easement) on an inland lake greater than 100 acres in size.	50
B. Acquisition of land (or permanent public access easement) that includes Great Lakes shoreline that is not located in a mapped "gap" area but increases public access to the Great Lakes shoreline, or land (or permanent public access easement) on a fishable inland lake less than 100 acres in size on which there is no current public access, or on a navigable river where there is a stretch greater than 5 miles without public access.	30
C. Acquisition of land that does not include Great Lakes shoreline, access to an inland lake, or on a navigable river.	0
<b>4. WILDLIFE HABITAT AND HUNTING ACCESS</b>	<b>POINTS</b>
A. Winter Deer Yard Acquisitions	
i. Acquisition of functioning winter thermal cover (does not require habitat management) within the core area of DNR-identified winter deer yard. Documentation, such as a letter from the DNR or planning document will need to be provided for confirmation of DNR-identified winter deer yard.	50
ii. Acquisition of lowland within a DNR-identified winter deer yard that requires habitat management to become fully functioning winter thermal cover. Documentation, such as a letter from the DNR or planning document will need to be provided for confirmation of DNR-identified winter deer yard.	30
iii. Acquisition of uplands immediately adjacent to a DNR-identified winter deer yard, i.e., land containing habitat that supports deer in the deeryard. Documentation, such as a letter from the DNR or planning document will need to be provided for confirmation of DNR-identified winter deer yard.	10

iv.	Acquisition of land that is not a deer yard or does not contain habitat that supports deer in a deer yard.	0
<b>B. Wildlife/Ecological Corridors and Natural Area Buffers</b>		
i.	Corridor: The acquisition provides a connection between at least two existing protected properties sufficient for wildlife passage.	50
ii.	Buffer: The acquisition provides a complete connection on at least one entire side of an existing protected property and documentation was provided.	
iii.	The acquisition provides a connection to at least a portion of an existing protected property significant enough to provide a buffer and documentation was provided.	30
iv.	The acquisition does not provide a corridor, buffer, or a significant connection to an existing protected property, or documentation was not provided.	0
<b>C. Hunting Access</b>		
i.	The acquisition provides a new dedicated hunting area in a location of the state that has been identified as lacking in hunting opportunity acreage per the DNR's Managed Public Land Strategy. Eligible projects will involve 500 or more acres of land in one of the strategy zones OR, if less than 500 acres, are in a strategy zone and located where it is reasonable to conclude that the area can grow to 500+ acres in the future.	50
ii.	The acquisition does not provide a new dedicated hunting area or does not meet eligibility requirements.	0
<b>TOTAL BOARD PRIORITY POINTS</b>		<b>50</b>
<b>TOTAL POSSIBLE CORE + BOARD PRIORITY POINTS</b>		<b>500</b>

# **APPENDIX A: MICHIGAN NATURAL RESOURCES TRUST FUND HISTORY**

## **BASIS AND PURPOSE OF THE PROGRAM**

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

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

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

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

On November 3, 2020, Michigan voters approved Proposal 1. This amendment to Article IX allows the MNRTF to recommend grants of no less than 25% of available funds toward development projects and no less than 25% of available funds for acquisition projects. In addition, once the State Park Endowment Fund reaches its cap of \$800 million, this amendment will require that future mineral revenues will accrue to the MNRTF once again, with no cap on future accruals.

## **HOW REVENUE FOR THE TRUST FUND IS GENERATED**

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

## **ADMINISTRATION OF THE MICHIGAN NATURAL RESOURCES TRUST FUND**

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

## PROGRAM GOALS

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

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

### RESOURCE PROTECTION GOAL:

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

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

### WATER ACCESS GOAL:

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

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

### COMMUNITY RECREATION GOAL:

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

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

### URBAN RECREATION GOAL:

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

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

## **ECONOMIC DEVELOPMENT GOAL:**

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

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

## **ADDITIONAL PRIORITIES OF THE BOARD:**

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

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

## **MNRTF LAND NOMINATIONS**

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

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

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

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

## **APPENDIX B: SOURCES OF INFORMATION ON ACCESSIBILITY AND UNIVERSAL ACCESS**

### **U.S. ACCESS BOARD**

[www.access-board.gov](http://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.

[Americans with Disabilities Act Accessibility Standards 2010](#)

### **US FOREST SERVICE**

<https://www.fs.usda.gov/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**

[www.ncaonline.org](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.

### **THE CENTER FOR UNIVERSAL DESIGN**

<https://design.ncsu.edu/research/center-for-universal-design/>

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.

### **GREAT LAKES ADA CENTER**

[ADA Great Lakes Center](#)

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

### **MICHIGAN DISABILITY RESOURCES**

[www.michigan.gov/disabilityresources](http://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 Michiganders 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](http://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 THAT EXCEED ADA FOR UNIVERSAL ACCESSIBILITY

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

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
<b>Walkways and Trails:</b>	<ul style="list-style-type: none"> <li>- Walkways within a site – at least 6 feet wide with cross-slopes under 2% and running slopes under 5%</li> <li>- Multi-use trail – at least 8 feet wide, with cross-slopes under 2% and running slopes under 5%</li> <li>- 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%</li> <li>- unitary surface like concrete, boardwalk or asphalt, crushed aggregate/screenings that have been “stabilized” or natural soils enhanced with soil stabilizers</li> <li>- transition plates between trail and pedestrian bridges, decks, etc.</li> <li>- 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</li> <li>- Larger (greater than 60”X60”) level areas at all turns and intersections</li> <li>- thoughtfully laid out on the site to maximize the experience with minimal difficulty</li> <li>- accessible amenities such as benches, restrooms (port-a-johns), drinking fountains, etc.</li> </ul>
<b>Boardwalk:</b>	<ul style="list-style-type: none"> <li>- wider width so two people can walk side by side or people can pass</li> <li>- edge treatment to prevent roll/step off</li> <li>- in viewing areas all rails with clear viewing area between 32” and 51” for easy viewing</li> <li>- interpretive information in a variety of formats including auditory, large print, and pictures.</li> </ul>
<b>Nature Center:</b>	<ul style="list-style-type: none"> <li>- all interpretive information in a variety of formats including auditory, large print, and pictures.</li> <li>- 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</li> <li>- all displays at lowered heights for sitting or standing viewing</li> <li>- all operating mechanisms that are operable with one hand and do not require tight/pinch/grasp/wrist twist to operate.</li> </ul>
<b>Beach:</b>	<ul style="list-style-type: none"> <li>- <b>routes</b> 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</li> <li>- wide enough for side-by-side walking/passing</li> <li>- 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.</li> </ul>

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
<b>Fishing dock/pier and observation/viewing decks:</b>	<ul style="list-style-type: none"> <li>- 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”.</li> <li>- sitting benches (all with backs and arm rests) scattered about so anglers can choose to sit or stand to fish</li> <li>- 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</li> <li>- a variety of fish landing cutaways strategically placed</li> <li>- variety of accessible opportunities—over-water fishing, shore fishing, in-water fishing, etc.</li> <li>- transition plates between access route and deck/pier</li> </ul>
<b>Canoe/kayak/boat launch:</b>	<ul style="list-style-type: none"> <li>- wider route to hand wheel boat on a dolly next to the user or for two persons carry down</li> <li>- accessible surface to water’s edge and into water at launch</li> <li>- more gentle slopes for easier entry and exit when hand wheeling a boat</li> <li>- 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</li> <li>- some means of transfer assistance such as overhead bars</li> <li>- some type of wench system to help pull boat out of water back into the rack to exit/transfer out.</li> <li>- 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</li> <li>- adaptive kayaks available for use</li> <li>- 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</li> </ul>
<b>Campgrounds:</b>	<ul style="list-style-type: none"> <li>- accessible surface on all sites, including rustic sites</li> <li>- larger spaces to accommodate side lifts on campers and vehicles</li> <li>- accessible tables, grills, and fire rings on all sites</li> <li>- centrally located restrooms on easy routes from each site</li> </ul>
<b>Camping Cabins and Yurts:</b>	<ul style="list-style-type: none"> <li>- 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.)</li> <li>- larger clear space thoughtfully located for typical portable items such as coolers, luggage, equipment/food bins/tubs, etc.</li> <li>- ramps not steps</li> <li>- wide perimeter decking</li> <li>- all accessible site amenities, tables, grills, fire rings, restrooms, etc.</li> </ul>
<b>Picnic areas and elements:</b> Pavilions, picnic tables, grills, fire rings, water pumps, etc.	<ul style="list-style-type: none"> <li>- all tables, grills, fire rings, water pumps, etc. accessible</li> <li>- all located on accessible routes</li> <li>- level routes onto pavilions with no changes of level from path to pavilion surface</li> </ul>

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
	<ul style="list-style-type: none"> <li>- 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.)</li> <li>- a variety of table styles, some with clear sitting space on the side, some with extended tabletops on the end</li> <li>- some fixed tables to ensure they remain accessible (not moved off into a grassy or sandy area, etc.)</li> <li>- clear space all around each element so people can approach and use the grill, fire ring, etc. from the front, back and either side</li> <li>- grills you can lower/raise the cooking surface with one hand</li> <li>- raised fire building surfaces so you can place wood without leaning too far over from a standing or seated position</li> <li>- single user/unisex accessible shower/toilet rooms</li> </ul>
<b>Archery range:</b>	<ul style="list-style-type: none"> <li>- <b>all</b> stations</li> <li>- route to retrieval area for each target</li> <li>- targets also usable with cross bows</li> <li>- arrow back stop to limit retrieval distance</li> <li>- larger maneuvering spaces to accommodate archers with shooting assistants</li> <li>- equipment stands at accessible heights reachable from a standing or seated position at each station</li> </ul>
<b>Playgrounds:</b>	<ul style="list-style-type: none"> <li>- Ramps <b>and</b> transfers</li> <li>- has both ramp and transfer access to <b>all</b> play components</li> <li>- ramps to every “getting on spot” or “sit/stand &amp; do it spot” of every play component</li> <li>- 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</li> <li>- 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</li> <li>- on deck transfer platform at the entry point of every slide</li> <li>- 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</li> <li>- 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)</li> <li>- different high contrast colors for decks versus transfers so kids with low vision can perceive a change in level</li> <li>- play panels are located at heights so they can be used from a seated position or standing</li> </ul>
<b>Sports fields/courts:</b> Fields: soccer, football, baseball, etc. Courts: tennis, basketball, bocce, horseshoes, pickleball etc.	<ul style="list-style-type: none"> <li>- routes to both sides of <b>all</b> fields and courts, not just end zones</li> <li>- accessible seating spaces both ground level and elevated if risers/bleachers are provided</li> <li>- accessible seating spaces scattered throughout all viewing areas and levels with companion seating on both sides of the space</li> </ul>

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
<b>Other:</b> skate parks, disc golf	<ul style="list-style-type: none"> <li>- all lowered service windows at all concession areas</li> <li>- wider gate openings into court areas (tennis, bocce, basketball) and skate parks to accommodate wider sports wheelchairs</li> <li>- routes to both horseshoe pits and along both sides of the route between pits</li> <li>- level routes onto bocce courts with sitting benches at both ends</li> </ul>
<b>Skiing/sledding hill:</b>	<ul style="list-style-type: none"> <li>- accessible route to top (no steps), possibly using a “magic carpet” lift</li> <li>- level surface for sled mounting at hilltop</li> <li>- if staffed, provide ATV transport or have policy that allows personal ATV use</li> <li>- transfer at hill bottom to help transfer down to sled and back up into chair/walker</li> </ul>
<b>Restrooms:</b>	<ul style="list-style-type: none"> <li>- 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</li> <li>- thoughtfully located near areas of activity such as play areas, beaches, fishing piers, etc.</li> <li>- accessible door pulls and water faucet handles</li> <li>- <b>all</b> accessible port-a-johns, again big enough for individual use or care giver/parental assistance.</li> </ul>
<b>Parking:</b>	<ul style="list-style-type: none"> <li>- more than minimum number of accessible paved parking spots</li> <li>- the accessible parking spot(s) must be paved, striped and signed</li> <li>- each connected directly to an accessible route to the park elements and NOT into the traffic flow</li> <li>- thoughtfully located nearest the activity entrance, which might require multiple lots (some near the beach, some near the playground, some near the bathhouse, etc.)</li> </ul>
<b>Interpretive Information Maps:</b>	40
<b>Dog Parks:</b>	<ul style="list-style-type: none"> <li>- wider gates to accommodate someone in a larger outdoor wheelchair (or someone pushing a stroller...)</li> <li>- one hand operable latch mechanism located at a height that is easily reachable from a seated position</li> <li>- wider accessible perimeter paths around all dog run areas with curb cuts or level transitions into the run area for pet waste clean up</li> <li>- pet waste clean-up dispensers reachable from a seated or standing position and by kids</li> <li>- accessible design trash containers located away from tables and benches on the route out of the facility</li> <li>- accessible clear space on both ends of all benches</li> <li>- all accessible picnic tables, located on accessible surface with large clear space all around</li> <li>- shaded area with accessible sitting space connected to accessible perimeter route</li> <li>- 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)</li> </ul>

## AMERICANS WITH DISABILITIES ACT (ADA)

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

Clear width = 36" minimum for most accessible routes	Maneuvering space = 60" by 60" minimum and level, at entries and places for change of direction
Surfaces = 1/4" 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

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

## BEGINNING THE PROJECT

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

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

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

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

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

## REQUIREMENTS FOR PROJECT COMPLETION

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

**Using Professional Services:** Grantees are required to retain professional services to complete certain portions of their project (1980 PA 299). All grantees receiving development grants must have a licensed engineer, architect, or landscape architect prepare all plans, specifications, and bid documents and verify that all construction has been completed according to acceptable standards. For acquisition projects, the grantee will be required to retain a state-certified general appraiser to complete one or more appraisals. For all acquisition and some development projects, the grantee may need to hire a qualified environmental consultant to assist them in conducting due diligence, and if necessary, determining necessary due care actions regarding environmental contamination.

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

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

**Payment of Grant Funds:** All development grants are issued as reimbursement for expenditures. The Department does not provide advance payment for approved development projects. Grantees must submit reimbursement requests, accompanied by the required documentation, to receive grant funds. For development projects, several reimbursement requests can be made over the course of project construction. Two options exist for acquisition projects: 1) Single reimbursement request made after the property is acquired, or 2) Escrow closing where the DNR provides funding for a portion of the project at closing.

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

## RESPONSIBILITIES FOLLOWING PROJECT COMPLETION

### 1. Retention and Use

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

### 2. Operation and Maintenance

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

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

### 3. Nondiscrimination and Public Access

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

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

### 4. Compliance Inspections

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

## ADDITIONAL GRANT PROGRAMS AVAILABLE

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

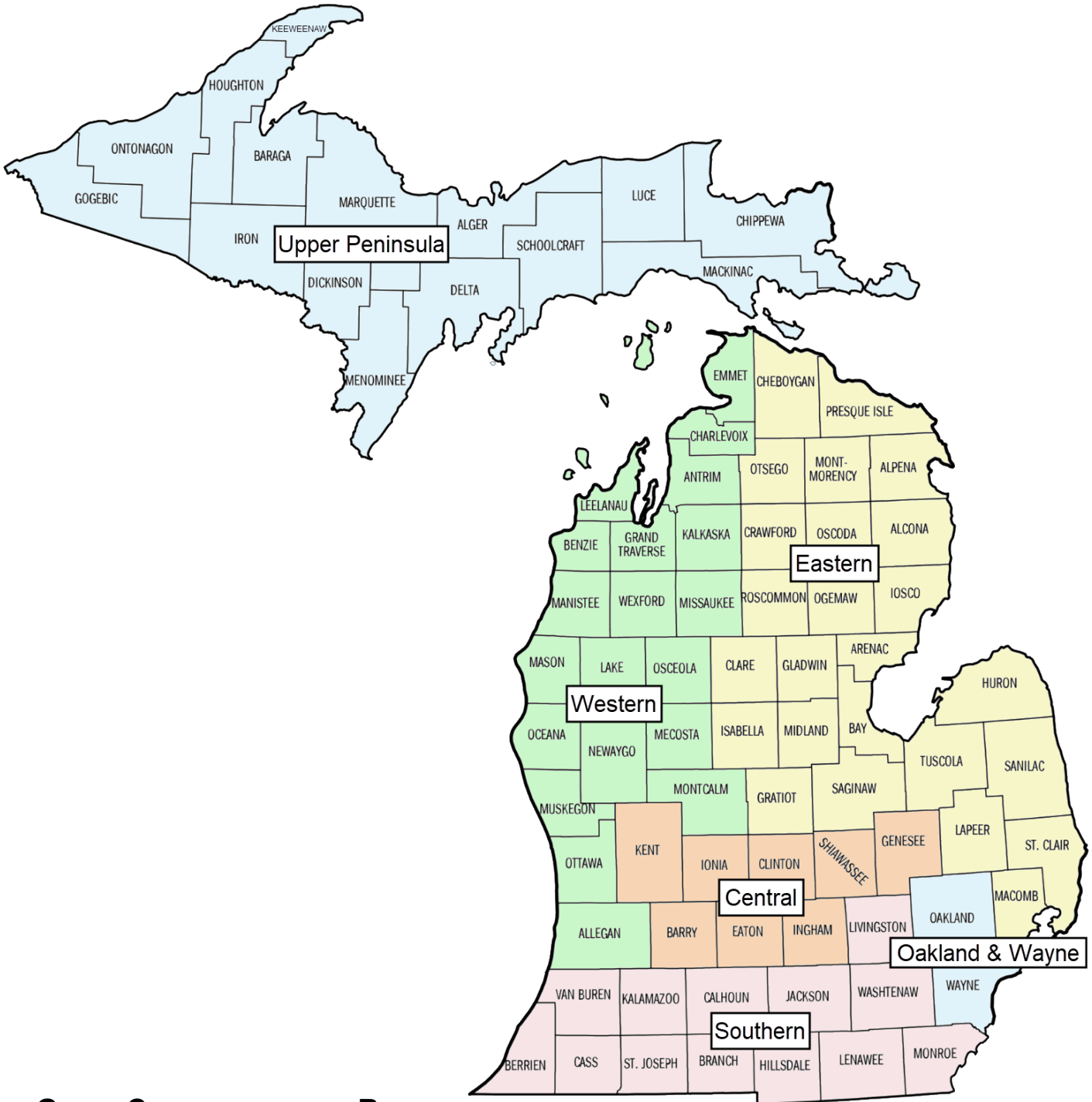
**Other State of Michigan Departments:** Other State of Michigan departments may offer grant opportunities that fit your community’s needs. Please visit the State of Michigan’s web site [www.Michigan.gov](http://www.Michigan.gov) for additional information. Two departments that regularly offer grant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

Department of Transportation: [Transportation Alternatives Program \(michigan.gov\)](http://Transportation Alternatives Program (michigan.gov))

Department of Environment, Great Lakes, and Energy: [www.Michigan.gov/EGLE](http://www.Michigan.gov/EGLE)

# APPENDIX E: RECREATION GRANT REGIONAL REPRESENTATIVES

## RECREATION GRANT COORDINATORS - REGIONAL ASSIGNMENT



### GRANT COORDINATORS BY REGION

**Upper Peninsula and Oakland and Wayne counties:** Merrie Carlock, 248-410-5892 or [CarlockM@Michigan.gov](mailto:CarlockM@Michigan.gov)

**Eastern Region:** Samantha Davis, 517-599-4450 or [DavisS46@Michigan.gov](mailto:DavisS46@Michigan.gov)

**Western Region:** Charamy Cleary, 517-599-4565 or [ClearyC1@Michigan.gov](mailto:ClearyC1@Michigan.gov)

**Central Region:** Riley Millard, 517-927-4037 or [MillardR2@michigan.gov](mailto:MillardR2@michigan.gov)

**Southern Region:** Weston Hillier, 517-599-8444 or [HillierW@michigan.gov](mailto:HillierW@michigan.gov)

*See page 2 for additional grants contacts.*

## **ADDITIONAL GRANTS CONTACTS**

Clay Summers, Grants Section Manager:  
517-388-0295 or [SummersC4@michigan.gov](mailto:SummersC4@michigan.gov)

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

Christie Bayus, Land and Water Conservation Fund, and Recreation Passport Grant programs manager:  
517-242-8737 or [BayusC@Michigan.gov](mailto:BayusC@Michigan.gov)

Erin Campbell, Compliance and Stewardship Specialist: 269-300-9698 or  
[CampbellE6@Michigan.gov](mailto:CampbellE6@Michigan.gov)

Kelsey Deitz, Invasive Species and Marine Safety Grant program manager: 517-388-8473 or [DeitzK2@michigan.gov](mailto:DeitzK2@michigan.gov)

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

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

Krista Dickerson, Grants Payment Officer:  
517-284-5816 or [DickersonK1@Michigan.gov](mailto:DickersonK1@Michigan.gov)

Dawn Miller, Grants Payment Officer:  
517-284-0967 or [MillerD71@michigan.gov](mailto:MillerD71@michigan.gov)

Olivia Sanchez, Grants Payment Officer:  
517-388-6216 or [SanchezO1@michigan.gov](mailto:SanchezO1@michigan.gov)

Dominic Kline, Student Assistant:  
[KlineD5@michigan.gov](mailto:KlineD5@michigan.gov)

# APPENDIX F: SAMPLE RESOLUTIONS

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

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

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

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

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

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

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

\_\_\_\_\_  
Clerk

Dated: \_\_\_\_\_

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

WHEREAS, \_\_\_\_\_ supports the submission of an application titled, “\_\_\_\_\_”  
to the \_\_\_\_\_ (*grant program*) for \_\_\_\_\_ (*acquisition/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 \_\_\_\_\_ (*grant program*) Application for \$\_\_\_\_\_,  
and further resolves to make available a local match through financial commitment and donation(s) of  
\$\_\_\_\_\_ (\_\_\_%) of a total \$\_\_\_\_\_ project cost, during the 20\_\_-20\_\_ fiscal year.

AYES:  
NAYES:  
ABSENT:

MOTION APPROVED.

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

\_\_\_\_\_  
Clerk

Dated: \_\_\_\_\_

**SAMPLE RESOLUTION – LOCAL SUPPORT FOR DNR MNRTF PROJECTS**

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

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

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

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

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

AYES:  
NAYES:  
ABSENT:

MOTION APPROVED.

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

\_\_\_\_\_  
Clerk

Dated: \_\_\_\_\_

# APPENDIX G: DOCUMENTATION OF SITE CONTACT (FORM PR5750-4)



Michigan Department of Natural Resources –Grants Management

## DOCUMENTATION OF SITE-CONTROL FOR MICHIGAN NATURAL RESOURCES TRUST FUND GRANT APPLICATIONS (FOR DEVELOPMENT PROJECTS ONLY)

*This information is required by authority of Part 19 of Act 451 of 1994, to be considered for a MNRTF grant.*

**1. SITE DESCRIPTION:** Describe the project site (all areas to be developed) below and attach a legal description:

**2. SITE CONTROL:** Indicate the type of control the applicant has over the site. Refer to the MNRTF application guidelines booklet for guidance on control requirements for grant applications. If there is more than one type of control or multiple leases or easements covering the project area, please provide a separate form for each lease or easement included in the project area.

TYPE OF CONTROL	PORTION OF SITE	DOCUMENTATION ATTACHED
<b>Fee Simple Title</b> <input type="checkbox"/> Current <input type="checkbox"/> Proposed	<input type="checkbox"/> Entire Site <input type="checkbox"/> That portion of the site described below and as highlighted on a boundary map submitted with your application.	<input type="checkbox"/> For proposed fee simple title, a written commitment signed by landowner and the applicant to transfer ownership to applicant by a specific date. <input type="checkbox"/> Include Copy of the Deed (required for current ownership).
<b>Less than Fee Simple Title</b> <input type="checkbox"/> Current <input type="checkbox"/> Proposed	<input type="checkbox"/> Entire Site <input type="checkbox"/> That portion of the site described below and as highlighted on a boundary map submitted with your application.	<input type="checkbox"/> For proposed less than fee simple title, a written commitment signed by landowner and the applicant to transfer ownership to applicant by a specific date. <input type="checkbox"/> Other:
<b>Lease</b> <input type="checkbox"/> Current <input type="checkbox"/> Proposed	<input type="checkbox"/> Entire Site <input type="checkbox"/> That portion of the site described below and as highlighted on a boundary map submitted with your application.	<input type="checkbox"/> Copy of Current Lease. <input type="checkbox"/> Copy of Draft Lease. <input type="checkbox"/> Written commitment signed by landowner and applicant to enter into an unconditional lease for a specified timeframe. <input type="checkbox"/> Other:
<b>Easement</b>	<input type="checkbox"/> Entire Site <input type="checkbox"/> That portion of the site described below and as highlighted on a boundary map submitted with your application.	<input type="checkbox"/> Copy of Current Easement. <input type="checkbox"/> Copy of Draft Easement. <input type="checkbox"/> Written commitment signed by landowner and applicant to grant an unconditional easement. <input type="checkbox"/> Other:

**3. LIMITATIONS, CONDITIONS OR ENCUMBRANCES:**

a. For property owned or to be owned by the applicant, describe all easements or encumbrances.

b. For property to be controlled through other methods, describe any conditions or limitations in current or proposed leases, easements or use agreements, including restrictions on the applicant's use of the site or the rights to be reserved by the landowner, that may in any way impact the applicant's ability to complete the project in a timely manner and provide for public recreational use in perpetuity:

No limitations, conditions, or encumbrances.

**4. CERTIFICATION: (For projects on property owned in fee simple by the applicant, the form must be signed by the applicant's attorney or another local unit official capable of certifying that the information provided).**

*I hereby certify that the information provided above and attached is accurate to the best of my knowledge. I understand that site control is an application eligibility requirement and an evaluation factor.*

NAME (Printed/Typed)	TITLE
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SIGNATURE	DATE	Attorney's Ph#
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# NOTICE OF INTENT FOR RECREATION GRANT PROJECTS

*This information is requested by authority of Part 703, Act 451 of 1994, as amended, to be considered for a LWCF grant.*

Name of Project		Date	County
Identity of the applicant agency, organization, or individual:			
Indicate below the representative of the applicant to contact for additional information regarding this Notice:			
Name		Telephone Number (including area code)	E-mail Address
Address (Street/PO Box), City, State, ZIP Code			
Agency from which will be sought:		Name of Program	
<input type="checkbox"/> Michigan Department of Natural Resources		<input type="checkbox"/> Land and Water Conservation Fund <input type="checkbox"/> Natural Resources Trust Fund	
Estimated Federal Cost	Estimated State Cost	Estimated Other Cost	Total Cost
\$	\$	\$	\$
Estimated date by which time the applicant expects to formally file an application			
Geographic location of the project to be assisted (indicate specific location as well as city or county. Attach map if necessary)			
Brief description of the proposed project. This will help the clearinghouse identify agencies of state or local government having plans, programs, or projects that might be affected by the proposed project:			
Type of project		General size of scale project	
Purpose of project			
Beneficiaries (persons or institutions benefited)			
Indicate the relationship of this project to plans, programs, and other activities of your agency and other agencies (attach separate sheet if necessary):			



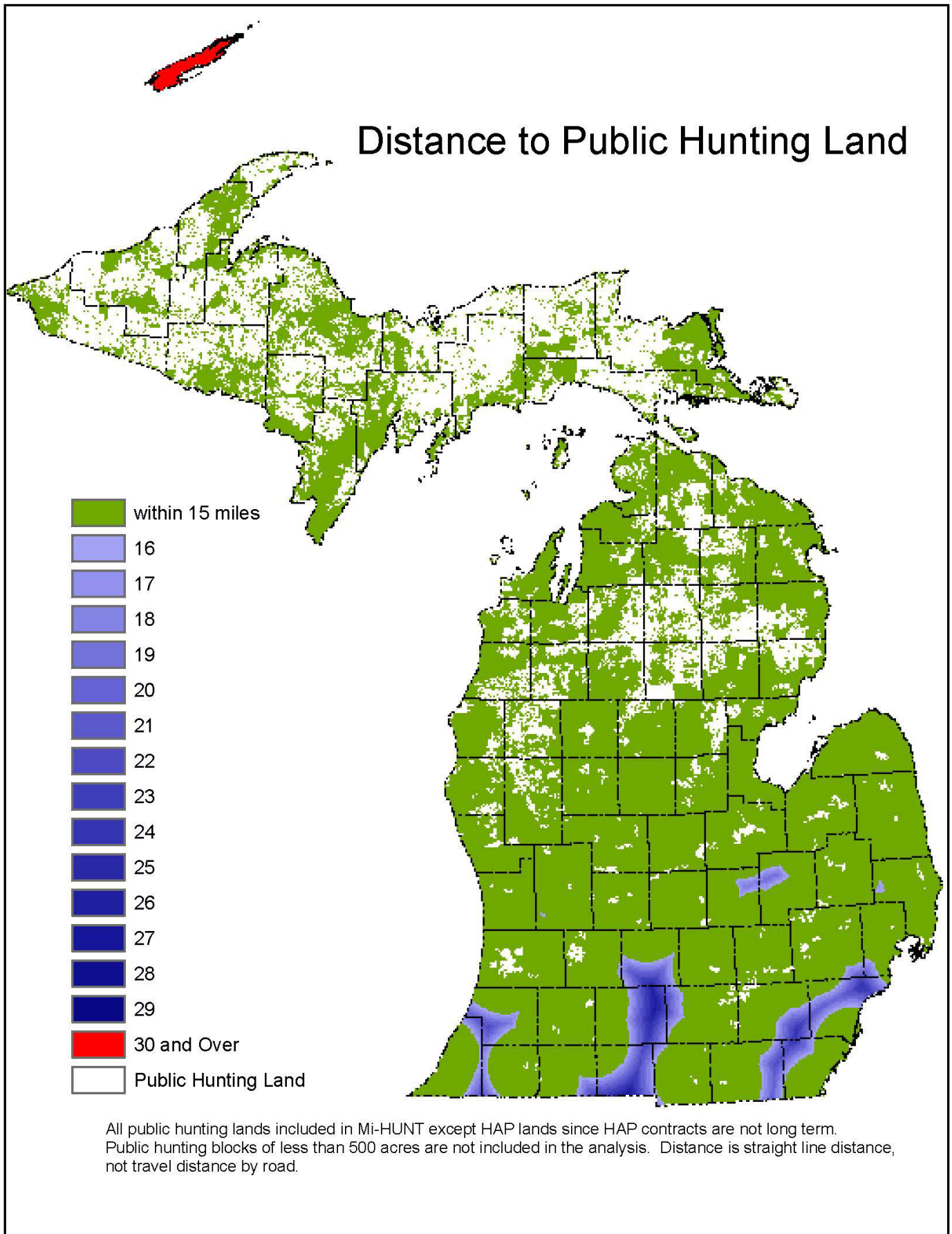
## AREA WIDE RECREATION AND PLANNING CLEARINGHOUSES

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

<p><b>PLANNING REGION 1.</b> LIVINGSTON, MACOMB, MONROE, OAKLAND, ST. CLAIR, WASHTENAW, &amp; WAYNE COUNTIES <b>NOTE: Paper submissions will be denied. Submit by email: <a href="mailto:infocenter@semcog.org">infocenter@semcog.org</a> (include email receipt with application)</b></p>	<p><b>SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS (SEMCOG)</b> 1001 WOODWARD AVE., SUITE 1400 DETROIT, MI 48226-1904 PHONE: (313) 961-4266 FAX: (313) 961-4869</p>
<p><b>PLANNING REGION 2.</b> HILLSDALE, JACKSON, &amp; LENAWEE COUNTIES</p>	<p><b>REGION 2 PLANNING COMMISSION</b> JACKSON COUNTY TOWER BLDG., 9<sup>TH</sup> FLOOR 120 W MICHIGAN AVE. JACKSON, MI 49201 PHONE: (517) 788-4426 FAX: (517) 788-4635</p>
<p><b>PLANNING REGION 3.</b> BARRY, BRANCH, CALHOUN, KALAMAZOO, &amp; ST. JOSEPH COUNTIES</p>	<p><b>SOUTH CENTRAL MICHIGAN PLANNING COUNCIL</b> 300 S WESTNEDGE AVE KALAMAZOO, MI 49007 PHONE: (269) 385-0409 FAX:</p>
<p><b>PLANNING REGION 4.</b> BERRIEN, CASS, &amp; VAN BUREN COUNTIES</p>	<p><b>SOUTHWEST MICHIGAN PLANNING COMMISSION</b> 376 WEST MAIN STREET, SUITE 130 BENTON HARBOR, MI 49022-3651 PHONE (269) 925-1137 FAX: (269) 925-0288</p>
<p><b>PLANNING REGION 5.</b> GENESEE, LAPEER, &amp; SHIAWASSEE COUNTIES</p>	<p><b>GLS REGION V PLANNING AND DEVELOPMENT COMMISSION</b> 1101 BEACH ST., ROOM 223 FLINT, MI 48502-1470 PHONE: (810) 257-3010 FAX: (810) 257-3185</p>
<p><b>PLANNING REGION 6.</b> EATON, INGHAM, &amp; CLINTON COUNTIES</p>	<p><b>TRI-COUNTY REGIONAL PLANNING COMMISSION</b> 3135 PINE TREE ROAD, SUITE 2C LANSING, MI 48911-4234 PHONE: (517) 393-0342 FAX: (517) 393-4424</p>
<p><b>PLANNING REGION 7.</b> ARENAC, BAY, CLARE, GLADWIN, GRATIOT, HURON, IOSCO, ISABELLA, MIDLAND, OGEAW, ROSCOMMON, SAGINAW, SANILAC &amp; TUSCOLA COUNTIES</p>	<p><b>EAST MICHIGAN COUNCIL OF GOVERNMENTS</b> 3144 DAVENPORT AVE., SUITE 200 SAGINAW, MI 48602-3494 PHONE: (989) 797-0800 FAX: (989) 797-0896</p>
<p><b>PLANNING REGION 8.</b> ALLEGAN, IONIA, KENT, MECOSTA, MONTCALM, OSCEOLA, &amp; OTTAWA COUNTIES</p>	<p><b>WEST MICHIGAN REGIONAL PLANNING COMMISSION</b> 1345 MONROE AVENUE, NW, SUITE 255 GRAND RAPIDS, MI 49505-4670 PHONE: (616) 774-8400 FAX: (616) 774-0808</p>
<p><b>PLANNING REGION 9.</b> ALCONA, ALPENA, CHEBOYGAN, CRAWFORD, MONTMORENCY, OSCODA, OTSEGO, &amp; PRESQUE ISLE COUNTIES</p>	<p><b>NORTHEAST MICHIGAN COUNCIL OF GOVERNMENTS</b> 80 LIVINGSTON BLVD., SUITE U-108 GAYLORD, MI 49734 PHONE: (989) 705-3730 FAX: (989) 732-5578</p>
<p><b>PLANNING REGION 10.</b> ANTRIM, BENZIE, CHARLEVOIX, EMMET, GRAND TRAVERSE, KALKASKA, LEELANAU, MANISTEE, MISSAUKEE, &amp; WEXFORD COUNTIES</p>	<p><b>NORTHWEST MICHIGAN COUNCIL OF GOVERNMENTS</b> PO BOX 506 TRAVERSE CITY, MI 49685-0506 PHONE (231) 929-5000 FAX: (231) 929-5012</p>
<p><b>PLANNING REGION 11.</b> CHIPPEWA, LUCE, &amp; MACKINAC COUNTIES</p>	<p><b>EASTERN UPPER PENINSULA REGIONAL PLANNING AND DEVELOPMENT COMMISSION</b> 1118 E. EASTERDAY AVE. SAULT STE. MARIE, MI 49783 PHONE: (906) 635-1581 FAX: (906) 635-9582</p>
<p><b>PLANNING REGION 12.</b> ALGER, DELTA, DICKINSON, MARQUETTE, MENOMINEE, &amp; SCHOOLCRAFT COUNTIES</p>	<p><b>CENTRAL UPPER PENINSULA PLANNING AND DEVELOPMENT REGIONAL COMMISSION</b> 2950 COLLEGE AVE. ESCANABA, MI 49829 PHONE: (906) 786-9234 FAX: (906) 786-4442</p>
<p><b>PLANNING REGION 13.</b> BARAGA, GOGEBIC, HOUGHTON, IRON, KEWEENAW, &amp; ONTONAGON COUNTIES</p>	<p><b>WESTERN UPPER PENINSULA REGIONAL PLANNING AND DEVELOPMENT COMMISSION</b> 400 QUINCY ST, 8TH FLOOR HANCOCK, MI 49930 PHONE: (906) 482-7205 x111</p>
<p><b>PLANNING REGION 14.</b> LAKE, MASON, MUSKEGON, NEWAYGO, &amp; OCEANA COUNTIES</p>	<p><b>WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION</b> PO BOX 387 / 316 MORRIS AVE., SUITE 340 MUSKEGON, MI 49443-0387 PHONE: (231) 722-7878 FAX: (231) 722-9362</p>

PR5601-1 (Revised 03/29/2023)

# APPENDIX I: PUBLIC LAND STRATEGY ZONE MAP



## APPENDIX J: 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**

**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.

2. **Select Register.**

#### B. Search for your account.

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

#### C. Register a new account.

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

#### D. Enter user information.

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

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

2. **Select Next.**

3. **Verify the Email Address displayed and select Next.**

**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.

4. **Select Close Browser.**

#### 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**.

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

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.

G. Add Name and 1099 information.

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

H. Add EFT information.

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

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

2. Select **Next**.

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

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

I. Respond to the Address Information Questionnaire.

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

J. Add address and contact information.

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

K. Add additional business information.

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

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

3. Select **Next**.

L. Review and submit the registration.

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

M. Complete the registration.

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

N. Access SIGMA VSS.

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



## ACTIVATE AN EXISTING SIGMA VENDOR SELF SERVICE (VSS) ACCOUNT



### A. Access SIGMA Vendor Self Service.

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

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

### B. Search for your account.

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

### C. Activate an existing account.

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

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

### D. Verify existing account.

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

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

2. **Select Submit.**

### E. Enter user information.

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

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

2. **Select Next.**

### F. Submit the activation registration.

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

**Note:** The five messages shown are informational messages only.

### G. Access SIGMA VSS.

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