



**2022  
RECREATION PASSPORT GRANT PROGRAM  
APPLICATION GUIDELINES**



## **MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT**

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**MiGrants Online Application System**

[www.migrants.intelligrants.com](http://www.migrants.intelligrants.com)

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## INTRODUCTION

This booklet has been prepared by Grants Management of the Department of Natural Resources (DNR) to guide you in preparing a Recreation Passport Grant Application in MiGrants for the development of land for public outdoor recreation.

**We strongly recommend that you review the entire booklet in conjunction with the online application in MiGrants before you begin to prepare your MiGrants application online.**

The first section of this booklet contains a schedule for the current year.

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 representative early in the application process. You may also call Grants Management at 517-284-7268 (517-28-GRANT) and you will be directed to the appropriate representative.

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

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

The online application is available in MiGrants: [www.migrants.intelligrants.com](http://www.migrants.intelligrants.com)

**The Department of Natural Resources (DNR) will not receive final information on the amount available for grants until early November, when final sales data is compiled at the end of the fiscal year. In 20121, the program had about \$2 million available for grants.**

## **GRANT SCHEDULE FOR 2022**

**January 2022** Application Period starts in MiGrants.

**February 1, 2022** Recreation plans and plan amendments must be submitted electronically in MiGrants by this date.

**April 1, 2022** Application due date. Application period closes in MiGrants.

**April 2022** Applicants will receive notifications with questions for explanation, clarification, and/or supplementation of information provided in the application.

**May – July 2022** Grants Management staff reviews all applications and conducts site visits.

**September 2022** Preliminary scores available to applicants. Supplemental period begins.

**September – October 2022** Grants Management staff review supplemental materials and complete final score evaluations.

**December 2022** Recreation Passport Grant recommended projects are submitted to the DNR Director for final recommendation.

**Early 2023** Project Agreements are issued in MiGrants.

**The minimum grant amount is \$7,500 and the maximum grant amount is \$150,000.**

## CHAPTER 1: ELIGIBILITY AND REQUIREMENTS

In this chapter applicant eligibility for the Recreation Passport Grant Program is described, as well as program requirements and other issues you should consider when deciding whether to submit an application. More details on the information and documentation you should submit as part of your MiGrants application online package can be found in Chapter 2. For more detailed information about completing a development project, review the Development Project Procedures booklet on the Grants Managements website, [www.Michigan.gov/DNR-Grants](http://www.Michigan.gov/DNR-Grants).

### WHAT IS THE RECREATION PASSPORT GRANT PROGRAM?

PA 32 of 2010 created the Local Public Recreation Facilities Fund to be used for the development of public recreation facilities for local units of government. Money for this fund is derived from the sale of the Recreation Passport which replaces the resident Motor Vehicle Permit (MVP) - or window sticker - for state park entrance. The passport is required for entry to state parks, recreation areas and boating access sites. The first \$14,285,400 will be distributed to replace lost revenue from the elimination of the motor vehicle permit and boating access site permits, as well as to pay for administration by the Secretary of State. Ten percent of remaining revenue will be used to fund the Recreation Passport local grant program.

The grant program may only be used for local development projects. The program is focused on renovating and improving existing facilities at parks, but the development of new facilities or parks is eligible.

### ESTABLISHING ELIGIBILITY

In order to be eligible for a Recreation Passport grant, the applicant must be:

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

### 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.

### MIGRANTS

All applicants must complete their application on DNR Grants Management’s online application system, MiGrants, at [www.migrants.intelligrants.com](http://www.migrants.intelligrants.com). 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 here: [https://www.michigan.gov/dnr/0,4570,7-350-79134\\_81684\\_79209\\_81886\\_92578---,00.html](https://www.michigan.gov/dnr/0,4570,7-350-79134_81684_79209_81886_92578---,00.html).

### WHAT’S NEW

- MiGrants: The DNR’s online grant system was upgraded and is now being called MiGrants.
- Scoring Changes: A review of scoring criteria, categorical weights, and language was done by DNR staff and stakeholders across all three recreation grant programs in 2019. The purpose was to confirm that the scoring criteria continues to support the original intent and objectives of each grant program and to ensure clarity and consistent language where there is overlap in the three recreation grant programs. Chapter 4 of this booklet contains the updated scoring criteria and it is available on our website as well.

## LONG-TERM GRANT OBLIGATIONS

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

- The land included in the boundary of this project site must remain open to public outdoor recreation use for the useful life of the facilities being constructed, which is generally a 20-year minimum if no structures are constructed or 40 years if a structure is constructed using Recreation Passport Grant Program funding. A permanent sign identifying the site as RP assisted must be posted in a highly visible location within the park. All new projects must install a 12" x 18" RP plaque from Rotary Multiforms, Inc. More information on program acknowledgement plaques can be found here: [https://www.michigan.gov/dnr/0,4570,7-350-79134\\_81684\\_79209\\_81657-430506--,00.html](https://www.michigan.gov/dnr/0,4570,7-350-79134_81684_79209_81657-430506--,00.html)
- An entrance sign identifying the site as a public outdoor recreation site open to all users must be prominently displayed.
- The recreation site must be open to all users – resident and non-resident. If a fee is charged, the non-resident fee shall be no greater than twice the resident fee.

## COMPLIANCE WITH PROGRAM REQUIREMENTS

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

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

Other potential compliance items that are evaluated include items such as program recognition signs and complying with Department procedures while completed grant-assisted projects. Grant compliance issues that are considered:

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

## PROJECT ELIGIBILITY

Eligible projects will have the primary purpose of providing public recreation opportunities or facilities and infrastructure to support public recreation activity. In addition, projects must fulfill the following requirements in order to be eligible:

**5-Year Recreation Plan or Capital Improvement Plan (CIP)** – All applicants must submit either a current, 5-Year Recreation Plan or a Capital Improvement Plan to the DNR to be eligible for applications.

Recreation plans should be locally adopted, submitted to the DNR 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).

If a CIP is being used, the project must be included in a current approved CIP of the community according to Michigan Planning Enabling Act 33 of 2008. The CIP shall show those public structures and improvements, including parks and recreational facilities, in the general order of their priority, that in the Planning Commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. Please provide meeting minutes of when the CIP was approved by the highest governing body. The CIP must be approved prior to the application deadline and submitted with the grant application.

**Site Control** – The applicant must own, have a perpetual easement, or lease the project site.

- For leased sites: 20-year minimum if no structure; 40 years if structure involved. Any exception must be approved by DNR.
- Leased sites with a term of less than 20 years beyond the application date are not eligible to receive grant assistance unless the lessor is a government entity and agrees to assume all grant obligations in the event that the lessor takes control of the project site.
- Sites with lease agreements that allow for early termination of the agreement without cause are not eligible.
- Applicants with a project on leased land or facilities must provide the lease agreement in the application for DNR review.

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

**Ineligible projects include:**

- Facilities and/or stadiums utilized primarily for the viewing of professional or semi-professional art, athletics, or intercollegiate or interscholastic sports. Facilities that are used for viewing of professional or semi-professional art, athletics, or intercollegiate or interscholastic sports, but whose primary purpose is the active recreational use by the general public for at least 75% of normal operation hours, are allowed.
- Routine maintenance projects – these funds cannot be used to supplement the operational budget for maintenance of local parks and recreation departments.
- Routine operational expenses.
- 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.
- Sidewalk projects that are primarily in road rights-of-way and do not exhibit qualities associated with recreation trails. 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.
- Most improvements to public roadways.
- Invasive species removal, shoreline stabilization, or erosion control which are not associated with development of recreation facilities at the site.
- Municipal infrastructure, such as electrical transmission lines, sewer mains, water mains, etcetera, is not eligible for funding with DNR Recreational Grants. However, a service line for these types of utilities can be eligible as a scope item if it is providing the utility to a site of public outdoor recreation that has other scope items being developed as part of the same grant project.

## **AUTHORIZED OFFICIAL**

The Authorized Official is the applicant's representative who has the authority to obligate the community legally and financially to initiate and submit an application on behalf of the community. Typically, this is someone who is a senior level paid staff person of the local unit of government. A contractor who may gain financially from the project cannot represent the community at either the application or grant completion stage.

## **MINIMUM AND MAXIMUM GRANT AMOUNTS**

Minimum Grant Request: \$7,500

Maximum Grant Request: \$150,000

## **ALLOWABLE NUMBER OF PROJECT SITES**

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

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 if 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**

No more than three Recreation Passport applications may be submitted for funding per year. If submitting more than one application the entity must rank the project in order of highest priority (submitting multiple applications with similar facilities in one park location is not allowed).

## **ELIGIBLE COSTS**

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

Estimate your project cost as accurately as possible in your application. The grant award you receive will be based on the information included in the application and cannot be increased. You will be responsible for all cost overruns and any additional costs needed to complete the project.

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

The grant will be paid through reimbursements for expenses.

- Expenses incurred prior to the execution of the project agreement will not be eligible for reimbursement.
- Reimbursement will occur through request, with adequate documentation of expenses including all applicable copies of invoices, checks, payment sheets, change orders, documentation of force account labor and equipment, and documentation of donated labor and/or materials.

- Donated professional services may be valued at the normal rate charged by the professional.
- Donated volunteer labor will be valued at minimum wage.
- Ten percent of the grant will be withheld until final completion of the project.
- No further reimbursements will be made for canceled projects or projects that have not been completed within the required timeframe.
- The DNR reserves the right to seek the return to the Local Parks and Recreation Facilities Fund of reimbursements made for projects that have not been completed within the required timeframe or for projects that have been canceled.

## APPLICANT MATCH REQUIREMENTS

The grantee must fund at least 25 percent of the total project cost. The applicant match for development costs must be for within the grant project period and 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. 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, and proof must be provided to your grant coordinator prior to October 1st in the year the application is made. 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 the local governing body committing to the match dollar amount.
- **Cash donations** – Letters of commitment from donors listing the dollar amount.
- **Other awarded grants** – Letter from granting organization committing to the grant dollar amount, explaining the conditions of award, and information on the scope of work provided by the other grant. Applications for other grants are not considered a secure match source.
- **Donation of goods and services** – Letter from the donor explaining the nature and value of the goods or service. 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 applicant must provide documentation as to adequate cash reserves to fund the project.

No dollars spent, materials used, or labor or services utilized prior to the signing of the grant agreement may be used as part of the applicant's match.

## PROJECT COMPLETION

Receiving Recreation Passport grant assistance requires the project to be completed in a timely manner.

- The grantee must begin the project within one year of the date the project agreement is issued and be completed within two years or the grant will be subject to forfeiture.
- The grantee may request an extension. The request must be made in MiGrants no later than 30 days prior to the expiration of the initial term allowed for project completion. The request must include justification for the delay in completion.

## **REQUIREMENTS FOR DEVELOPMENT APPLICATIONS**

All projects with total project cost of \$15,000 or greater are required by state law (MCL 339.2011) to 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. Engineering and architectural cost may make up no more than 20 percent of total project cost.

Projects of total cost less than \$15,000 are required to verify that all construction has been completed according to acceptable standards as determined by Michigan Building Code rules, but are not required to hire a licensed engineer, architect, or landscape architect. If other local, state, or federal regulations require use of a licensed engineer, architect, or landscape architect, those regulations supersede this waiver.

## **CONTAMINATED PROPERTIES**

Contaminated properties are eligible for grant assistance, provided 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. Grant funds may not be used for environmental remediation. It must be documented by October 1st that the site is acceptable for the intended use.

## CHAPTER 2: RECREATION PASSPORT GRANT APPLICATION INSTRUCTIONS

The following sections provide the information you need to complete a Recreation Passport grant application in MiGrants. Each form, document, and supporting evidence that makes up an application is listed and explained. Assembling the information needed to submit a complete application package takes time – it is important to start the process as early as possible.

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

When filling out this section, note where information about the applicant (local unit of government) is requested and where information on the site for 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://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService> or in the appendix.

**Proposal Title:** Include the park name and limit the number of characters to 40.

**Proposal Description:** This will be a short description of the project which includes the term “development,” “renovation,” or “improvements,” as appropriate, as well as any other significant features.

Example: Development of \_\_\_\_\_ at \_\_\_\_\_ Park.

### SECTION B: PROJECT FUNDING

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

**ROUND THE TOTAL MATCH AND GRANT AMOUNT TO THE NEAREST \$100.**

**Grant Amount Requested:** Indicate the amount of funding you are requesting. Remember the \$7,500 minimum and \$150,000 maximum allowable grant request amounts.

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

**Total Project Cost:** This value 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.

**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.

#### **Sources of Matching Funds**

Applicants must provide at least **25 percent** of the project cost as local match. Indicate the amount for each source of local match on lines a) through e) of this section. Matching funds can come from the following sources:

- a) **General Funds or Local Restricted Funds:** Local cash from the applicant’s general fund or restricted recreation funds.
- b) **Force Account Labor/Materials:** The applicant’s paid employees who will work directly on the construction of the project or the cost of materials you already own that will be used in the construction of the project. This value cannot include administration or supervision costs but may include engineering and other professional services.
- c) **Federal or Other State Funds:** Other Federal or State grant fund dollar amounts that have been awarded for funding within the RPGP grant project period.
- d) **Cash Donations:** Cash generated from donations, fund-raising, or other similar means.
- e) **Donated Labor/Materials:** Labor or materials directly related to the construction of the project from sources other than the applicant’s own paid labor. Donated labor will be valued at minimum wage

unless the person is professionally skilled in the work being performed on the project (i.e., a plumber doing work on pipes, a mason doing work on a brick building). When a professional is volunteering professional services, the wage rate this individual is normally paid for performing this service may be charged to the project (see Eligible Costs section). Value of donated materials must be documented.

## SECTION C: PROJECT DETAILS

All grant-assisted facilities must, at a minimum, comply with the Americans with Disabilities Act (ADA). Be sure to incorporate state and federal accessibility requirements into your facility planning and cost estimates. Access routes must be provided to the proposed scope items, accessible parking and/or park access points and relevant support facilities. Facilities that directly support the scope items should be accessible. The following costs are not eligible for reimbursement in a development project:

- Contingencies
- Studies
- Land acquisition costs
- Environmental assessments or cleanup
- 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.

**Project Cost Estimate Table:** You should obtain a reasonable estimate for the facilities you plan to construct with grant funds by consulting with engineering firms, 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 (number of picnic tables, number of ball fields, etc.) for each scope item. Do not list the aspects of project execution, such as labor, mobilization, demolition, construction equipment, site preparation, or raw materials. Include these costs in the appropriate scope item.

Include in the table the cost to hire a licensed engineer, architect, or landscape architect (the Prime Professional) to prepare all plans, specifications, and bid documents for grant-funded projects. The Prime Professional will also be required to certify all requests for reimbursement, including the final request and final inspection, 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. See Project Cost Estimate sample below.

**Expected Life of the Facilities:** Indicate the expected life of the facilities that will be constructed with this grant. If the application is successful, the grant agreement will require that the applicant keep the funded facilities open to the public for the length of their expected life. This encumbrance will last for 20 years if no enclosed structure is involved, and 40 years if an enclosed structure is involved.

**Priority of Multiple Applications:** If you are submitting more than one application, please indicate the priority order, with #1 being the highest priority application. If you are submitting only one application, please leave this line blank.

In the remainder of this page, answer the yes/no questions, providing a comment, where necessary. Please note that these questions refer to your entire park system, not just those parks or facilities that have received grant assistance.

## SECTION D: SITE CONDITIONS

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

**Environmental Conditions:** If your project site has current or past users 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 as part of your application. Your application will be considered for funding if, based on information you report, it appears the property can and will be made safe for its intended use. If an environmental report is necessary, 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 upload in the application the commitment from this entity. All documents regarding the environmental report can be uploaded on the Required Attachments page under “Environmental Report”. For instructions on preparing an environmental report, please see Appendix A.

**Iron Belle Trail:** The Iron Belle Trail is Michigan’s showcase trail which will extend from Belle Isle in Detroit to Ironwood in the Upper Peninsula. Two routes of the trail will exist; the segment on the west side of the lower peninsula and the north side of the upper peninsula will primarily allow hiking, and the segment on the east side of the lower peninsula and the south side of the upper peninsula will primarily allow biking. If this project includes development of the trail or a trailhead on the core Iron Belle Trail route or a spur of the trail, provide documentation from the DNR’s Parks and Recreation Division indicating that. The interactive Iron Belle Trail map can be viewed here: [https://www.michigan.gov/dnr/0,4570,7-350-79133\\_79206\\_83634---.00.html](https://www.michigan.gov/dnr/0,4570,7-350-79133_79206_83634---.00.html)

**Permit Issues:** Indicate all possible local, state, and federal permits needed for the proposed development, especially environmental permits, and the efforts you have taken to determine the need or likelihood of obtaining the permit. You should contact regulatory agencies as early as possible and request a written evaluation of the likelihood of receiving a permit for the proposed project. If feasible, permit applications should be submitted to the appropriate agency prior to applying for a grant.

Local agencies may include:

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

State agencies may include:

- Michigan Department of Environment, Great Lakes, and Energy [www.Michigan.gov/EGLE](http://www.Michigan.gov/EGLE)
- Michigan Department of Natural Resources Natural Rivers Program [https://www.Michigan.gov/DNR/0,4570,7-350-79136\\_79236\\_82211---.00.html](https://www.Michigan.gov/DNR/0,4570,7-350-79136_79236_82211---.00.html)
- Michigan Department of Health and Human Services [www.Michigan.gov/MDHHS](http://www.Michigan.gov/MDHHS)
- Michigan Department of Transportation [www.Michigan.gov/MDOT](http://www.Michigan.gov/MDOT)

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

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

- Ribbon cutting/dedication – this is a requirement of all grant funded projects

- Informational booklets/brochures
- Web site and social media
- Radio/television
- Newspaper/magazines
- Presentations to schools, organizations, club, and other groups
- Special events such as fairs and festivals

**Public Access Opportunities:** This section provides the chance to note the various means by which the public will be able to get to your project.

## APPLICATION NARRATIVE

The application narrative is an important source of information used to evaluate and score your application. The application narrative will provide Grants Management with an overall picture of your proposed project and allow us to judge the rationale of the project. If you are proposing a universally accessible project, be sure to incorporate this information in your narrative when discussing all aspects of your project. Each section of the Narrative Form has a character limit, be thorough, but as brief as possible in your responses.

### **Need for the Project (Maximum of 3,000 Characters)**

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

Describe how the project meets the service population's recreation needs including unmet needs and needs that are currently met but that the application will not be able to maintain without renovation or major repairs;

- Describe the need for this project in relation to existing, similar facilities and recreation opportunities provided by both the applicant and other recreation providers. Your discussion should demonstrate that existing facilities are inadequate to meet the need. Describe the condition and general amount of use for each scope item.
- Describe the likelihood that the project will be completed without grant assistance. And why or why not the project would be able to be completed without grant assistance.
- Explain how your parks and recreation budget will meet the added expense of developing, operating, and maintaining your proposed project.

### **Site Quality (Maximum of 3,000 Characters)**

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

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

- Innovative Stormwater management such as permeable pavement, rain gardens and bioswales with native plantings.
- Planning that includes reduced disturbed areas, renovation of brownfield properties for recreation, and adaptive re-use of existing structures for recreation or recreational support.
- Environmental features such as green roofs, use of Michigan native landscape materials, use of recycled materials, wood materials from sustainable forestry, reduction of light pollution, etc. which go above and beyond industry standards. (Recycled concrete, recycled metals, and low-flow water features are considered industry standards)
- Net-zero energy buildings, or use of solar, wind, and geothermal energy to support electricity needed for recreational purposes at the site.

**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?

**Project Quality (Maximum of 3,000 Characters)**

Provide a detailed description of the development you are proposing, with reference to specific scope items.

- Describe the features of the site and all factors that affected your choice for the location of the proposed project. Demonstrate how the location is appropriate considering natural resources at the site, applicant’s existing park and recreation system, availability of similar facilities to applicant population, proximity of the site to users, proximity of the site to other destinations, accessibility to the public and non-motorized transportation, compatibility of surrounding land uses, safety and crime considerations and any other relevant considerations.
- Describe how your design was chosen, and why it is appropriate for the proposed site’s size and natural and physical characteristics. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. For example, explain why you chose a certain fishing pier design at a specific location on the body of water, or a certain trail surface in a particular area of the park.
- Describe how the overall design of the project provides convenient access routes to facilities, minimizes the impact of traffic flow on park users, minimizes environmental impacts on the surrounding environment, and how the recreation and support facilities will impact each other.

Explain how your project design meets or exceeds the requirements of the ADA (ADA requirements can be found in the 2010 Americans with Disabilities Act Standards for Accessibility Design). If you are seeking to receive points for universal accessibility, explain how the facility will exceed ADA to achieve universal accessibility for all appropriate scope items. Supplemental documentation must be provided.

**Applicant History (Maximum of 2,000 Characters)**

The applicant should provide an overview of their maintenance activities in existing parks, including a maintenance budget. If the applicant has issues of non-compliance with previous DNR recreation grants, they should comment on the status of resolution to those issues. This includes procurement practices of past development projects. The applicant should provide any other information they believe will give us a more complete understanding of the proposed project and assist us in evaluating the application.

## ATTACHMENTS

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

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

- Project location map**
- Site development plan**
- Boundary map** delineating the legal boundaries of the park site (no aerial photos)
- Site Photographs** of the site where the facilities will be developed
- Certified Resolution** from the governing body (meeting minutes are not an acceptable document for a resolution)
- Documentation of Site Control Form (PR1956-1) and most recent deed**

### Additional Attachments for RP Applications:

- Letter(s) of Support**
- Documentation of match commitment(s)**, letters of commitment with dollar amounts for match sources
- Universal Design Documentation**
- Preliminary Floor Plans** if the development is to include the construction of new facilities or structures
- Maintenance Plan and Budget**
- Correspondence regarding regulatory permitting issues**
- Current annual capital improvement plan** (If you do not already have an approved 5-Year Recreation Plan on file)– plan must include the proposed project
- Environmental Report** if applicable based on *Property Checklist* in Section D of the application form

## REQUIRED ATTACHMENTS

### PROJECT LOCATION MAP

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

### SITE DEVELOPMENT PLAN

The site plan must show the entire site to be developed and should delineate and label the location and type of all proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. Surrounding land uses should also be noted.

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

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

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

**For trailway projects**, describe 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. Iron Belle Trail projects must include supporting documentation from the DNR's Parks and Recreation Division to show the proposed trail is either part of the core route, or a spur off the core route of the trail. These documents can be uploaded in the Required Attachments Section under Project Location Map.

### **BOUNDARY MAP**

Boundary maps must clearly define the boundary of the parkland to be developed. Use permanent landmarks such as streets and water bodies, as well as dimensions, to clearly define the area. The boundary map must match the area described in the *Documentation of Site Control Form* (PR1956-1). 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. This boundary also represents the area that the grantee and the DNR considers dedicated to public recreation use for the life of the facilities.

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

### **SITE PHOTOGRAPHS**

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

### **CERTIFIED RESOLUTION**

The highest governing body of the local unit of government must pass a resolution (meeting minutes are not an acceptable document for a resolution) supporting the application within six months prior to the application deadline. For example, an application from a county, the resolution must come from the County Board of Commissioners. The resolution needs to:

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

See Appendix D for sample resolutions.

## **DOCUMENTATION OF SITE CONTROL FORM (PR1956-1) AND DEED**

Indicate the type of control you currently hold. The applicant must own the appropriate land rights at the time of application and provide a copy of the most recent deed. Leased properties are only eligible under certain circumstances described in the Project Eligibility Section. Upload the most recent deed(s) for the property.

## **ADDITIONAL SUPPORTING DOCUMENTATION**

### **LETTER(S) OF SUPPORT**

Include any letters of support that you receive from the general public, local businesses, homeowner's associations, legislators, and any other entity showing support and public awareness of your project. Letters of support may also be directly addressed to Grants Management staff.

### **DOCUMENTATION OF LOCAL MATCH SOURCES**

You must provide written documentation for some of the match sources you indicated on your application form, as follows:

- If any portion of the match is to be made up of funds from **other grant funding sources**, include a copy of the scope of work and budget provided for in the other grant application.
- If any portion of the match is to be made up of **cash, labor, or materials** include a letter from each donor committing to their donation. Cash donations already received by your community need not be documented but must be included within the local cash match amount.
- 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.

### **UNIVERSAL DESIGN DOCUMENTATION**

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

If you sought a design review of the proposed scope items from individuals with disability or advocates, upload meeting minutes or letters documenting that input on the proposed project. Documentation should specify how the project will meet ADA or go beyond ADA to Universal Design.

### **PRELIMINARY FLOOR PLANS**

If the proposed project includes construction of any new building or structures the application must include basic floor plans for these structures. If the application is claiming universally accessible design, features must be identified on the preliminary plans. For example, if you proposing to develop a universally accessible playground, you should provide us with samples of the play equipment and surfacing and describe how they exceed standards accessibility requirements. They do not have to be measured drawings but should show the relevant structures and approximate dimensions. Catalogue drawings or illustrations are acceptable.

### **MAINTENANCE PLAN AND BUDGET**

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

### **CORRESPONDENCE REGARDING PERMITTING ISSUES**

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

### **CURRENT ANNUAL CAPITAL IMPROVEMENT PLAN (CIP)**

The municipality must submit its current adopted Capital Improvement Plan that contains the project. These plans are used by municipalities to plan, in a non-binding fashion, their future construction needs. Please provide meeting minutes of when the CIP was approved or explain how the project was discussed, this helps to demonstrate that the project has been vetted through the normal approval processes of the municipality. If you already have an approved 5-Year Recreation Plan on file with Grants Management and this project is identified in it, then you do not need to submit a CIP.

## **ENVIRONMENTAL REPORT**

If your project site has current or past users 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 as part of your application. Your application will be considered for funding if, based on information you report, it appears the property can and will be made safe for intended use. If an environmental report is necessary, 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. For instructions on preparing an environmental report, please see Appendix A.

## **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 of the local unit of government applying for Recreation Passport Grant Program assistance. This person must be authorized 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 Recreation Passport Grant Program booklet (IC1956) and the MiGrants on-line application, 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

Are prepared to dedicate the entire park developed with Recreation Passport assistance, as described in the project agreement, to public outdoor recreation for the expected life of the facilities constructed under the grant.

## CHAPTER 3: SUBMITTING DOCUMENTS IN MiGRANTS

Applications must be submitted in MiGrants. Anyone who is added to an application document will receive auto-generated notices from MiGrants. Whoever is working on the applications should check their e-mail regularly and feel comfortable working in the system. The application pages in MiGrants are very basic and this application guideline booklet provides additional instruction that 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 documents which are initiated by the Authorized Official. The following are steps to submit an application.

1. Authorized Official log into 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 Recreation Passport Grant Program application cycle that wasn't funded, you can select that application to Copy Forward. If not, leave Don't Copy Forward in the drop-down menu. You have now created an application.
3. The Landing Page will appear after you initiate the application and every time you open a saved application. The Application Number is listed in document information. **Please note:** after you have completed steps 1-2 above, you have initiated an application and there is a document number exclusive to that application. It will be in a format similar to this – TF20-1234. If you leave this page and want to return to it, login and click on the Searches tab and search for the application number. If you use steps 1-2 above again, it will create a brand-new application. If you need to start multiple applications complete all of the steps listed above.
4. Use the left-navigation menu and complete all application pages listed under Forms. The Authorized Official, Agency Staff or Consultant can upload and make changes to application pages in the system. Make sure to save after each upload, after making changes to a page or before navigating away from the page. Changes will not automatically be saved.
5. Once all pages are complete and there not any page errors, the Authorized Official can change the status to submit the application.
6. On the left-navigation menu go to Status Options, then click "Application Submitted". This is the menu you will go to throughout the application process to change the status.
7. Make sure the application is submitted 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. You will be given a period of time to provide missing information. Failure to provide the correct documents may cause the application to be ineligible for consideration. This is a minimal review to ensure that the application includes the required minimum contents and does not include qualitative evaluation of the submitted materials.

At this time, you will only be allowed to upload the documents identified in the Administrative Completeness Review. You must upload those documents in the Required Attachments Section of the application. You must not delete or alter any portion of the application. New documents must be identified in the file name with the ending, updated and the date.

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

### SUBMITTING SUPPLEMENTAL INFORMATION

After you received your preliminary grant scores there will be a period of time to upload supplemental

material to clarify information or to try to increase your score. You will only be able to modify Section B: Project Funding and Explanation of Match Sources, Section C: Project Details and the Supplemental Information pages. Save the page after making changes or uploading documents before you move on to another section or submit the supplemental information.

- If you are modifying the grant request amount or match amount or source you must update Section B. The totals for Section B and Section C 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 C. The totals for Section B and Section C must be the same.
- 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 C.
- After you have completed uploads, the Authorized Official must submit the document by changing the status to “Supplemental Information Submitted”.

## **GENERAL MiGRANTS INFORMATION**

MiGrants works best with Internet Explorer. If you experience problems with the website, try closing your browser and opening the page in Internet Explorer.

**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.

## **ADDING NEW MEMBERS TO YOUR ORGANIZATION**

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

1. The Authorized Official should log in to MiGrants
2. Click on Profile
3. Click on Organization Members
4. Click on the + (plus) button
5. Fill out the user information, select the role, and set an inactive date (if applicable)
6. Click the Save
7. You will need to let that person know their login and password. Do not create an account for a Consultant or Engineer unless they are a staff member for your organization.
8. Once added to an organization, a user will automatically be added to new applications or grants. Follow the steps for Adding People to Documents to add this user to an existing application or grant.

## **ADDING EXISTING MEMBERS TO YOUR ORGANIZATION**

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

1. The Authorized Official should log in to MiRecGrants
2. Go to My Administration > Organization & Person > Person Search

3. Enter their name and click the Search button
4. Click on the name of the person you're adding to your organization
5. Confirm the profile matches the information for the person you're adding to the organization
6. Click on the + next to Organizations
7. Select your organization from the dropdown list
8. Select the user role
9. Select an inactive date, if applicable
10. Click Save
11. If you are adding a consultant who is not registered, please ask them to register under their firm first before adding them to your organization.
12. Once added to an organization, a user will automatically be added to new applications or grants. Follow the steps for Adding People to Documents to add this user to an existing application or grant.

### **ADDING PEOPLE TO DOCUMENTS**

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

1. The Authorized Officials should log in to MiGrants.
2. Open the document.
3. From the left-navigation menu, go to Tools
4. Click "Add/Edit People"
5. Click on the + (plus) button
6. Search for the person to add
7. Fill out their role on the document, the date they should become active on the document. Do not put an end date unless you don't want that person to have access to the document after a certain date.
8. Click Save

### **REMOVING MEMBERS FROM YOUR ORGANIZATION**

1. The Authorized Official should log in to MiGrants.
2. Click the dropdown arrow next to their name.
3. Click on Profile.
4. Click on Organization Members.
5. Click on the pencil icon to edit details about a member.
6. Set an inactive date for the date the member should be removed.
7. Save the page. The member's name will still appear, but they will not be able to access any organization documents.

## CHAPTER 4: APPLICATION SCORING CRITERIA

The scoring criteria used by staff are described in this chapter.

### RECREATION PASSPORT TIE BREAKING CRITERIA

In the event that any projects receive the same total project score, they will be prioritized according to the past per capita grant assistance amount.

#### 1. NEED FOR PROJECT

##### Section A

| Rationale   | Score |
|---|-------|
| i. Applicant demonstrates a scarcity of parks and recreation services. Proposed project is at the applicant's only park or recreational facility.   | 40    |
| ii. Applicant does not demonstrate a general scarcity of parks and recreation services but demonstrates a scarcity of a specific recreation type which will be provided by the project.                     | 20    |
| iii. Applicant does not demonstrate a general scarcity of parks and recreation services and does not demonstrate a scarcity for the specific recreation service type which will be provided by the project. | 0     |

Section A Rationale Points (i or ii or iii): \_\_\_\_\_

##### Section B

| Financial Need of the Applicant                    | Score |
|--|-------|
| i. Bottom 1/3 Median Household Income.             | 35    |
| ii. Middle 1/3 Median Household Income.            | 20    |
| iii. Upper 1/3 and higher Median Household Income. | 0     |

Section B Financial Need Points (i or ii or iii) \_\_\_\_\_

##### Section C

| Priority   | Score |
|--|-------|
| The applicant has submitted only one recreation passport application or, if the applicant submitted multiple recreation passport applications, this application is the highest priority. | 25    |

**Maximum Possible Points A + B + C** **100**

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#### 2. SITE QUALITY

##### Section A

| Park Visibility   | Score |
|---|-------|
| i. The site is easily recognizable as a public park and is easy to locate or will have adequate directional or identification signage in place. | 10    |
| ii. There is some difficulty in recognizing that the location is a public park, or the location is somewhat difficult to locate.                | 5     |
| iii. Site is difficult to locate and is difficult to recognize as a public park.  | 0     |

|   |              |
|---|--------------|
| <b>Section B</b>  |              |
| <b>Ease of Access</b>   | <b>Score</b> |
| i. Ability to get to the site in multiple ways besides an automobile, such as: sidewalks, trail, or public transportation | 10           |
| ii. Ability to get to the site in an additional way besides an automobile   | 5            |
| iii. Site can only be accessed by an automobile   | 0            |

|   |              |
|---|--------------|
| <b>Section C</b>  |              |
| <b>Sustainable Design</b>   | <b>Score</b> |
| i. A majority of the proposed project is designed with sustainable systems or features, where applicable. | 10           |
| ii. The proposed project includes at least three sustainable systems or features, where applicable.       | 5            |
| iii. Fewer than three proposed sustainable design features.   | 0            |

|  |              |
|--|--------------|
| <b>Section D</b>   |              |
| <b>Renovation</b>  | <b>Score</b> |
| 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. | 10           |

**Maximum Possible Points A + B + C + D** **40**

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### 3. QUALITY OF THE OVERALL PARK DESIGN

|  |              |
|--|--------------|
| <b>Section A</b>   |              |
| <b>Site Plan</b>   | <b>Score</b> |
| i. Site is compatible with its intended purpose and the site plan is clear and understandable. | 10           |

|  |              |
|--|--------------|
| <b>Section B</b>   |              |
| <b>Quality of Proposal</b>   | <b>Score</b> |
| i. Application clearly describes the proposed and existing facilities at the site. Development is feasible and fully compatible with the size, natural and physical characteristics of the site. Expected traffic flow pattern is safe and convenient, access routes are provided to all facilities, facilities are placed to have the least environmental impact, layout maximizes groundwater infiltration, and the recreation and support facilities do not negatively impact each other. | 10           |
| ii. Application clearly describes the proposed, existing, and future facilities at the site, including clear site plans. However, there are concerns about expected traffic flow, access to facilities, environmental impacts or the impact facilities will have on each other.  | 5            |
| iii. 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 or the impact facilities will have on each other.   | 0            |

Section B Quality of Proposal Points (i or ii or iii)

**Section C**

**Universal Access Design**

**Score**

- |      |   |    |
|------|---|----|
| i.   | The applicant obtained a design review from a person with a disability in their community, an organization representing people with disabilities or an advocate for persons with disabilities. Documentation of this review was provided. | 10 |
| ii.  | The entire project is designed using the Principles of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.   | 30 |
| iii. | A majority of the project is designed using the Principals of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.  | 20 |
| iv.  | 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 |
| v.   | ADA standards and guidelines do not apply to the scope items or a majority of the scope items do not exceed the Principals of Universal Design.   | 0  |

Section C Universal Access Design Points (i + (ii or iii or iv or v))

**Maximum Possible Points A + B + C**

**60**

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**4. APPLICANT HISTORY**

**Section A**

**Compliance with Program Procedures**

**Score**

The applicant is in compliance with all requirements at park sites that have been acquired or developed with recreation grant assistance in the past—including signage requirements. Also, the applicant has complied with Department procedures while completing grant-assisted projects (acquisition and development) awarded in the past 6 years. Points will be awarded if the applicant has never received a grant. Issues that are considered:

- |   |    |
|---|----|
| <ul style="list-style-type: none"><li>• PA execution (60 days)</li><li>• PSB and Contractors (180 days)</li><li>• Progress reports (every 180 days)</li><li>• Final reimbursement (90 days after the end of the project period)</li><li>• Recognition plaques are in place at previously grant-assisted sites</li><li>• Conversions or other significant changes in use at grant-assisted sites</li><li>• Post-completion reports</li></ul> | 10 |
|---|----|

**Section B**

**Maintenance of the Site**

**Score**

- |    |   |    |
|----|---|----|
| i. | Maintenance plan for the proposed development and a copy of the applicant's parks & recreation budget were provided in the application. | 20 |
|----|---|----|

- |  |    |
|--|----|
| ii. Maintenance plan for the proposed development was provided in the application. | 10 |
| iii. Maintenance plan was not provided in the application.                         | 0  |

Section B Maintenance of the Site points (i or ii or iii) \_\_\_\_\_

**Section C**

| <b>Past Per Capita Grant Assistance</b>  | <b>Score</b> |
|--|--------------|
| i. Applicant has not received a development grant from the recreation grant program in the past 10 years (MNRTF, LWCF, Recreation Passport).   | 20           |
| ii. 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           |
| iii. 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            |

Section C Past Per Capita Assistance Points (i or ii or iii) \_\_\_\_\_

**Section D**

| <b>Conversions</b>  | <b>Score</b> |
|---|--------------|
| 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). | -25          |

|  |           |
|--|-----------|
| <b>Maximum Possible Points A + B + C + D</b> | <b>50</b> |
|--|-----------|

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|                              |            |
|------------------------------|------------|
| <b>TOTAL POSSIBLE POINTS</b> | <b>250</b> |
|------------------------------|------------|

## APPENDIX A: ENVIRONMENTAL REPORTS

### 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 DNR-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 DNR regarding property conditions by October 1st or the grant is subject to cancellation. If this information indicates the property may be contaminated, the applicant must obtain written DNR approval before 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.

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

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

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. The Access Board has put out the following guidelines that should be used by *Access to Recreation* applicants to determine the criteria they must exceed to achieve universal accessibility:

- 2010 Americans with Disabilities Act Standards for Accessible Design  
<https://www.ADA.gov/2010ADASTandards-index.htm>
- Outdoor Developed Areas Accessibility Guidelines  
<https://www.access-board.gov/guidelines-and-standards/recreation-facilities>

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

<http://www.disability.gov>

United States Access Board  
1331 F Street, NW, Suite 1000  
Washington, DC 20004-1111

Voice: (800) 872-2253 TTY: (800) 993-2822 FAX: (202) 272-0081

### **US FOREST SERVICE**

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

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

### **NATIONAL CENTER ON ACCESSIBILITY**

<http://www.ncaonline.org>

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

National Center on Accessibility  
501 North Morton Street - Suite 109  
Bloomington, IN 47404-3732

Voice: (812) 856-4422 TTY: (812) 856-4421 FAX: (812) 856-4480

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

[www.ncsu.edu/ncsu/design/cud](http://www.ncsu.edu/ncsu/design/cud)

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

The Center for Universal Design  
College of Design  
North Carolina State University  
Campus Box 8613  
Raleigh, NC 27695-8613  
E-mail: [cud@ncsu.edu](mailto:cud@ncsu.edu)

## **GREAT LAKES ADA AND ACCESSIBILITY ASSISTANCE CENTER**

<http://www.adagreatlakes.org>

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

DBTAC: Great Lakes ADA Center

University of Illinois at Chicago

Institute on Disability & Human Development (MC 728)

1640 West Roosevelt Road, Room 405

Chicago, IL 60608

Technical Assistance/Voice/TTY: 800-949-4232 FAX: 312-413-1856

Email: [gldbtac@uic.edu](mailto:gldbtac@uic.edu)

## **MICHIGAN DISABILITY RESOURCES**

[www.michigan.gov/disabilityresources](http://www.michigan.gov/disabilityresources)

The Michigan Department of Energy, 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 FOR UNIVERSAL ACCESSIBILITY

Universally designed recreation experiences have characteristics that make them easier to use by everybody, including people with a variety of different abilities and limitations. Designing for universal access means going beyond the minimum requirements of the ADA so that all people in the community, including those with disabilities, may enjoy the recreation opportunities provided. We encourage you to design your project to be universally accessible. Facilities that utilize universal design accommodate all potential users with disabilities, and their design exceeds the specifications given in the 2010 Americans with Disabilities Act Standards for Accessibility Design (see appendix B). We encourage the design of the project to follow the Principles of Universal Design (see appendix B):

- Equitable use;
- Flexibility of use;
- Simple and intuitive use;
- Perceptible information;
- Tolerance for error;
- Low physical effort;
- Size and space for approach and use.

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

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

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</li> </ul> |

| TYPE OF RECREATION FACILITY                             | UNIVERSAL ACCESS DESIGN CONSIDERATIONS  |
|---|---|
|   | <p>stations to cue people who have vision impairments that there is something to pay attention to at that spot</p> <ul style="list-style-type: none"> <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 enter:</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>  |
| <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> </ul>   |

| TYPE OF RECREATION FACILITY  | UNIVERSAL ACCESS DESIGN CONSIDERATIONS  |
|--|---|
|  | <ul style="list-style-type: none"> <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><br>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> <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> </ul>  |

| TYPE OF RECREATION FACILITY  | UNIVERSAL ACCESS DESIGN CONSIDERATIONS  |
|--|---|
|  | <ul style="list-style-type: none"> <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>  |
| <p><b>Playgrounds:</b></p>   | <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> |
| <p><b>Sports fields/courts:</b><br/> Fields: soccer, football, baseball, etc.<br/> Courts: tennis, basketball, bocce, horseshoes, pickleball etc.<br/> Other: skate parks, disc golf</p> | <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> <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>   |
| <p><b>Skiing/sledding hill:</b></p>  | <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>  |
| <p><b>Restrooms:</b></p>   | <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> </ul>   |

| TYPE OF RECREATION FACILITY           | UNIVERSAL ACCESS DESIGN CONSIDERATIONS  |
|---------------------------------------|---|
|                                       | <ul style="list-style-type: none"> <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> | <ul style="list-style-type: none"> <li>- Interpretive information and maps in a variety of formats including auditory, large print, and pictures,</li> </ul>  |
| <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 American with Disabilities Act Standards for Accessible Design* and/or the *1999 Recommendations for Accessibility Guidelines: Outdoor Developed Areas (Final Report)* for the specific type of recreation to find the specific scoping and technical minimum requirements. Websites at which these references can be found are listed in Appendix B.

|  |   |
|--|---|
| Clear width = 36" minimum for most accessible routes               | Maneuvering space = 60" by 60" minimum and level, at entries and places for change of direction |
| Surfaces = ¼" maximum change, slopes less than 5%, firm and stable | Transferable height = 17"-19" with transfer supports  |
| Head clearance = 80" high and as wide as the route                 | Knee clearance = 27" high by 30" wide by 25" deep   |
| Clear space = minimum 30" wide by 48" deep located at the element  | Table tops, counters, and rail heights = maximum 34" high                                       |
| Viewing = clear from 32"-51" height                                | Reach range = 48" maximum high forward; 15" minimum low on side                                 |

\*Operation = operating mechanism that is operable with one hand and does not require tight/pinch/grasp/wrist twist to operate.

**APPENDIX D: SAMPLE RESOLUTIONS**

**RECREATION PASSPORT GRANT PROGRAM**

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

WHEREAS, \_\_\_\_\_ supports the submission of an application titled, “ \_\_\_\_\_ ” to the Recreation Passport Grant Program for development of \_\_\_\_\_ (*project description*) at \_\_\_\_\_ (*location or park name*); and,

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation Plan  
OR Current Annual Capital Improvement 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 Recreation Passport 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: \_\_\_\_\_

RECREATION PASSPORT GRANT PROGRAM

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

WHEREAS, \_\_\_\_\_ supports the submission of an application titled, “\_\_\_\_\_” to the Recreation Passport Grant Program for development of \_\_\_\_\_(project description) at \_\_\_\_\_(location or park name); and,

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation Plan  
OR Current Annual Capital Improvement 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 Recreation Passport 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.

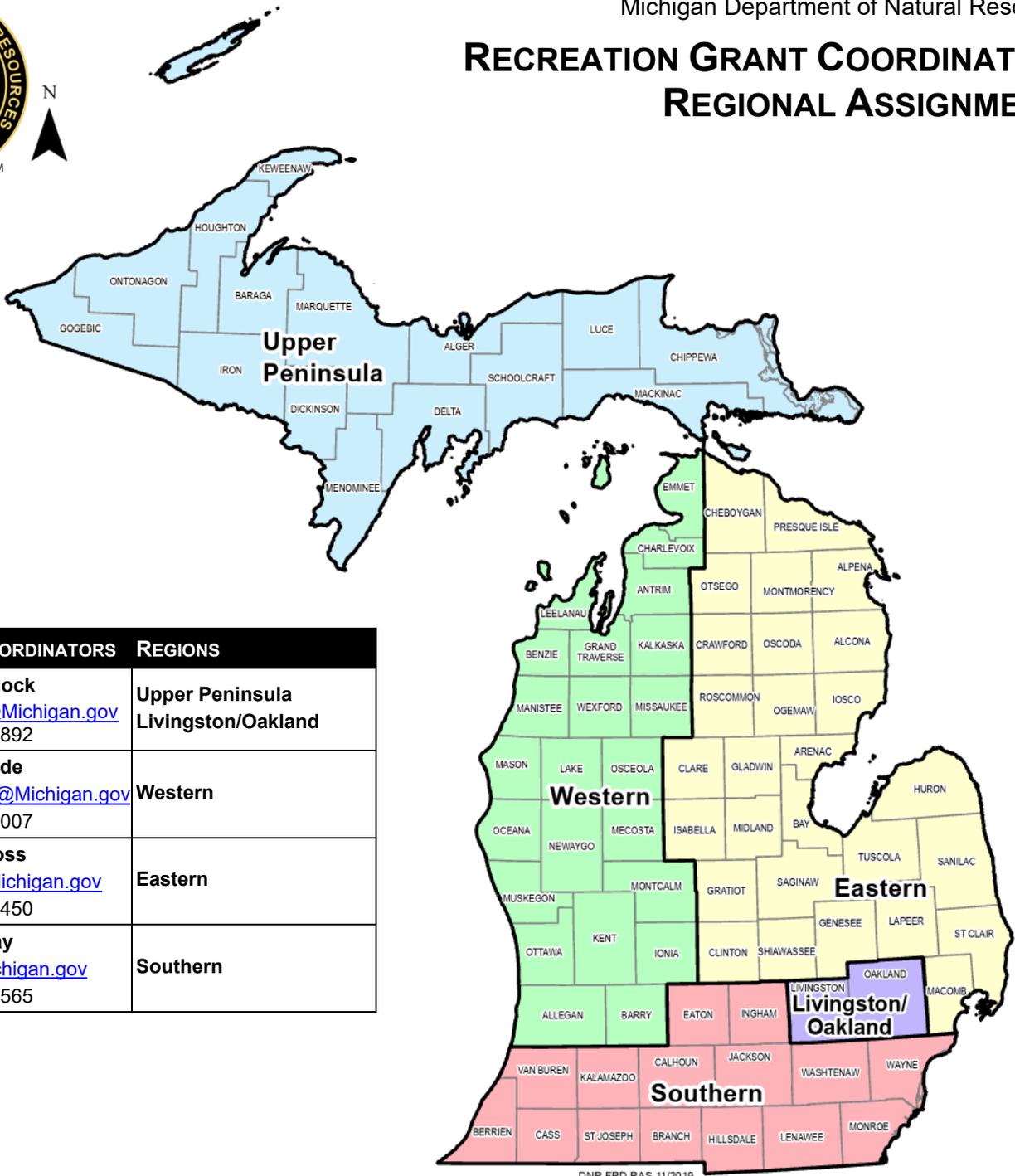
\_\_\_\_\_  
Clerk

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

# APPENDIX E: RECREATION GRANTS REGIONAL REPRESENTATIVES

Michigan Department of Natural Resources

## RECREATION GRANT COORDINATORS REGIONAL ASSIGNMENTS



| GRANT COORDINATORS  | REGIONS                                      |
|---|--|
| <b>Merrie Carlock</b><br><a href="mailto:CarlockM@Michigan.gov">CarlockM@Michigan.gov</a><br>(248) 410-5892 | <b>Upper Peninsula</b><br>Livingston/Oakland |
| <b>Alex McBride</b><br><a href="mailto:McBrideA1@Michigan.gov">McBrideA1@Michigan.gov</a><br>(517) 242-3007 | <b>Western</b>                               |
| <b>Lindsay Ross</b><br><a href="mailto:RossL7@Michigan.gov">RossL7@Michigan.gov</a><br>(517) 599-4450       | <b>Eastern</b>                               |
| <b>Andrea Stay</b><br><a href="mailto:StayA@Michigan.gov">StayA@Michigan.gov</a><br>(517) 599-4565          | <b>Southern</b>                              |

DNR FRD RAS 11/2019

### ADDITIONAL GRANTS MANAGEMENT CONTACTS

**Dan Lord**, Section Manager, 517-290-5603, [LordD1@Michigan.gov](mailto:LordD1@Michigan.gov)

**Jon Mayes**, Recreation Grants Unit Manager and the Michigan Natural Resources Trust Fund Program Manager, (517) 284-5954, [MayesJ@Michigan.gov](mailto:MayesJ@Michigan.gov)

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

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

**Chip Kosloski**, Program Manager: Wildlife Habitat, Fisheries Habitat, and Clean Vessel Act Grant Programs, (517) 284-5965, [KosloskiC3@Michigan.gov](mailto:KosloskiC3@Michigan.gov)

**Michael Chuff**, Financial Specialist for the Michigan Natural Resources Trust Fund, (517) 284-5951, [ChuffM@Michigan.gov](mailto:ChuffM@Michigan.gov)

**Lance Brooks**, Payment Officer: Wildlife Habitat, Marine Safety, Recreation Passport, Invasive Species Grant Programs, and MI Grants Administrator, (517) 284-5971, [BrooksL@Michigan.gov](mailto:BrooksL@Michigan.gov)

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

**Krista Dickerson**, Payment Officer: Wildlife Habitat, Fisheries Habitat, Recreation Passport, and Marine Safety Grant Programs, (517) 284-5816, [DickersonK1@Michigan.gov](mailto:DickersonK1@Michigan.gov)

## APPENDIX F: SIGMA VSS ACCOUNT INSTRUCTIONS



### Register a New Account in SIGMA Vendor Self Service (VSS)



#### A. Access SIGMA Vendor Self Service.

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

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

#### B. Search for your account.

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

#### C. Register a new account.

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

#### D. Enter user information.

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

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

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

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

#### E. Log in to VSS.

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

#### F. Add new vendor account and password information.

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

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

G. Add Name and 1099 information.

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

H. Add EFT information.

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

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

2. Select **Next**.

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

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

I. Respond to the Address Information Questionnaire.

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

J. Add address and contact information.

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

K. Add additional business information.

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

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

3. Select **Next**.

L. Review and submit the registration.

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

M. Complete the registration.

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

N. Access SIGMA VSS.

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



## Activate an Existing SIGMA Vendor Self Service (VSS) Account



### A. Access SIGMA Vendor Self Service.

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

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

### B. Search for your account.

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

### C. Activate an existing account.

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

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

### D. Verify existing account.

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

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

2. **Select Submit.**

### E. Enter user information.

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

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

2. **Select Next.**

### F. Submit the activation registration.

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

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

### G. Access SIGMA VSS.

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