MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural resources for current and future generations."

NATURAL RESOURCES COMMISSION STATEMENT

The Natural Resources Commission (NRC), has the exclusive authority to regulate the taking of game and sportfish, and is authorized to designate game species and authorize the establishment of the first open season for animals. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.


If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Michigan Civil Service Commission – Quality of Life Human Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203.

For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing, MI 48909-7925.

This publication is available in alternative formats upon request.

Grants Management
Michigan Department of Natural Resources
PO Box 30425
Lansing MI  48909-7925

(517) 284-7268 (517-28-GRANT)
www.michigan.gov/dnr-grants
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This booklet is provided to assist communities and their consultants in completing a development project that has been approved to receive a grant from the Michigan Department of Natural Resources (DNR) under the Michigan Natural Resources Trust Fund (MNRTF) program, Recreation Passport Grant Program (RP) or the federal Land and Water Conservation Fund (LWCF) program. The instructions found in this booklet should be thoroughly reviewed by you, your consultant(s), and any other individuals responsible for the preparation of construction plans, specifications, bid documents, and reimbursement requests or who have oversight of the project.

The LWCF, MNRTF and RP programs are administered by Grants Management within the DNR. Your project has been assigned to a DNR Grant Coordinator within the office to help you at each stage of the project to ensure its successful completion and long-term contribution to the State’s recreation estate. Please contact the Grant Coordinator assigned to your region with questions during any stage of your project (regions and coordinators’ contact information can be found in Appendix A).

**Timing/planning is Important**

LWCF, MNRTF and RP development projects are given a two-year timeframe to be completed once a Project Agreement has been issued. While the issuance of Project Agreements will not always correspond most conveniently with construction seasons, projects are most likely to be completed on time if grantees plan on doing as much as possible before and during the first construction season within the project period.

If you have any questions about any of the information in this booklet, please contact your Grant Coordinator, or you may call:

Grants Management
(517) 284-7268 (517-28-GRANT)
# Overview of the Development Project Procedures

1. **Project Recommendation and Preparing for the Project Agreement**

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<tr>
<th>Steps</th>
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| • Letter notifying grantee that their project has been recommended for funding sent immediately following this decision.  
• For LWCF, return NPS Information within 90 day of grant recommendation notification. | • Prepare boundary map and legal description of the project area and submit for approval by your Grant Coordinator.  
• Ensure local matching funds are in place.  
• Secure services (internal staff or contractor) of a Prime Professional for all projects with a total construction cost of $15,000 and over,  
• Begin securing required environmental permits.  
• May initiate engineering and design after receiving award recommendation letter. | • Review lease, easement or use agreement for approval. | • You may contact your Grant Coordinator to ask if the boundary map included in the grant application can serve as the boundary map for the Project Agreement.  
• The area defined on the boundary map outlined in red (green for easements) must match the area described in the legal description.  
**Efficiency Tips:**  
• Engineering costs associated with development of plans and specifications incurred starting after receiving the award recommendation letter, prior to issuance of the Agreement, may be eligible for reimbursement once the project is in construction.  
• Grantee may submit plans, specifications and bid documents for review prior to having an executed Project Agreement.  
• See Section 1 for more information. |

2. **Project Agreements**

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| • Agreements issued within about 30 days of grant funding being made available to the DNR.  
• Agreements returned by grantees within 90 days of issuance. | • Pass resolution of local governing body to accept the terms of the Agreement and commit to match.  
• Submit Project Agreement documents and attachments in | • Prepare and issue Project Agreements.  
• Execute Agreements upon grantee submitting complete, signed documents and required | • Project Agreements cannot be issued until grant funds are made available to the DNR. Project Agreements must be executed prior to incurring project costs, |
### 3. Plans, Specifications and Bid Documents

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<tr>
<td>• For projects with a total cost of $15,000 or over, Grantee should secure a Prime Professional no later than 30 days after Project Agreement is issued.</td>
<td>• Secure services (internal staff or consultant) of a Prime Professional.</td>
<td>• Review the Professional Services Certification page</td>
<td>• The two-year project period begins when the Project Agreement is issued; delays in securing permits and preparing plans and specifications will reduce the amount of time available for construction.</td>
</tr>
<tr>
<td>• Grantee should secure permits within 180 days of Project Agreement being issued or prior to advertising for bids.</td>
<td>• Secure all permits and regulatory approvals needed to complete the project.</td>
<td>• Required permits are the responsibility of the Grantee. DNR does not confirm that all required permits have been acquired.</td>
<td>• Plans and specifications must be approved by the DNR prior to bidding. Project agreements must be executed, and the contracts approved by the DNR before any construction costs are incurred.</td>
</tr>
</tbody>
</table>
| • Grantee should submit plans and specifications in MiRecGrants within 180 days of Project Agreement execution, and at least 90 days prior to the time that you want to advertise for bids and begin construction to allow for adequate time for review and advertising for bids, award approval and award. | • Prime Professional prepares plans, specifications and bid documents for project; seals documents and submits in MiRecGrants for approval along with the following information:  
  - Sealed plans, sealed specifications, and bid documents.  
  - Itemized project cost estimate.  
  - Brief Implementation Schedule. | • Review plans and specifications for compliance with approved project scope. | • Allow a minimum of 30 days for DNR review of plans, specifications and bid documents. |

### 4. Contractor/Vendor Selection

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| • Grantee should secure construction contracts within 120 days of DNR approval of plans | • Secure all contractors needed to complete the project.  
• Follow DNR procurement and | • Review contracting process as needed to ensure compliance with procedures. | Grantee must follow the specific contracting procedures outlined in this booklet and obtain concurrence by the DNR of |
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<tr>
<td>and specifications. • Construction activities to be completed by the grantee’s own labor (force account) and procurement of project materials may begin only upon DNR approval of project plans and specifications and execution of the project agreement. • Construction activities to be completed by contract may begin only upon DNR approval of plans and specifications, DNR approval of contractor and execution of the Project Agreement</td>
<td>contracting procedures. • Submit final contractor selection and bid tab in MiRecGrants for DNR approval before awarding contract. • Initiate construction and procurement activities as soon as all required approvals are in place. • Oversee project construction. • Complete the project according to the approved plans and specifications. • Report significant problems or delays to the DNR. • Ensure the grantee and all its suppliers and contractors maintain all needed cost documentation. • Comply with all necessary Federal, State and local requirements in completion of the project. • Maintain records of contracting process.</td>
<td>Return approval of contractor/vendor selection. • Assist grantee in determining course of action to resolve problems and delays in a timely manner.</td>
<td>contractor selection before awarding the contract and beginning construction. • The two-year project period begins when the Project Agreement is issued; delays in securing construction contracts will reduce the amount of time available for construction. • See Section 4 for more information.</td>
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5. PROJECT CHANGES AND AMENDMENT

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<tr>
<td>• Report delays, requests for changes in project scope or cost and time extension requests for amendments to the DNR in a timely manner.</td>
<td>• Request prior DNR approval for significant changes to the project or extensions to project period.</td>
<td>• Review and act on project change requests and extension requests.</td>
<td>• Extension requests must be submitted in MiRecGrants prior to expiration of the project period. • Requests for significant changes to the project must be made in writing to the DNR. EFFICIENCY TIP: Significant delays should be reported to the DNR immediately to determine the impact on the</td>
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### 6. Reimbursement Requests

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<th>Steps</th>
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<tr>
<td>Reimbursement requests may be submitted periodically, but no more than four times during the project period and for no less than 25% of the grant award.</td>
<td>Submit complete reimbursement requests with all supporting documentation in MiRecGrants in a timely manner.</td>
<td>Review and process complete reimbursement requests.</td>
<td>Reimbursement requests must include the exact documentation described in this booklet.</td>
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<tr>
<td>For Projects under $15,000, a single reimbursement will be made once all project documents are submitted.</td>
<td>Submit final reimbursement as soon as project is complete, final payment is made, and all documentation is available, no later than 90 days after project completion.</td>
<td>Make payments up to 80-90% of grant amount until project inspection and final review completed.</td>
<td>Grantee may submit up to 4 reimbursement requests for projects with a total of $15,000 or more or a single request upon project completion, although submitting a single request is not recommended for most projects except for projects that are under $15,000.</td>
</tr>
<tr>
<td>Final reimbursement request due no later than 90 days after project completion.</td>
<td>Prior to project completion, erect a DNR-approved plaque at the project site acknowledging the grant assistance and submit documentation that the plaque is in place with the Final Compliance Onsite Inspection report (PR1905E).</td>
<td>Final review of project file by the DNR.</td>
<td>Grantee must comply with deadline in the Project Agreement for submitting the final reimbursement request.</td>
</tr>
<tr>
<td>Complete Final Compliance Onsite Inspection report (PR1905E) for final audit.</td>
<td>Record Declaration and Notice for project areas owned by the local unit of government for LWCF and MNRTF.</td>
<td>Make final payment upon approval of final inspection and satisfactory audit.</td>
<td>Placement of a program recognition plaque at the project site is required.</td>
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<tr>
<td>Photograph of installed program recognition plaque.</td>
<td>Submit Final Compliance Onsite Inspection report (PR1905E).</td>
<td></td>
<td>EFFICIENCY TIPS:</td>
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<td>Methods to gather payment documentation should be in place at the beginning of the project.</td>
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<td>If appropriate, grantees should submit a request for reimbursement at other times of the year than fall. Requests received in the fall can run into significant delays with the workload demands of state fiscal year closing activities.</td>
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<td>See Section 6 for more information.</td>
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### 7. **Post-Project Completion Obligations**

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<td>• Grantee’s obligations pertain to both the facilities developed with grant assistance and the entire encumbered area as identified in the Project Agreement.</td>
<td>• Project area must be kept in outdoor public recreation use in perpetuity for LWCF and MNRTF and for the life of the facility for RP.</td>
<td>• Perform periodic inspections to determine compliance with long-term obligations.</td>
<td>• The grantee is obligated to comply with long-term obligations even in the absence of a DNR post-completion inspection process.</td>
</tr>
<tr>
<td>• Grantee is required to hold a park/trail dedication/ribbon-cutting celebration to recognize funding source. Must notify DNR at least 30 days in advance.</td>
<td>• Keeping the project area/facilities open/accessible for public use at all appropriate times.</td>
<td>• Review and act on requests to:</td>
<td>• No significant changes in the types of recreation use provided for at the site should be made without prior approval from the DNR.</td>
</tr>
<tr>
<td>• Obligations regarding facilities endure over the life of the facilities.</td>
<td>• Adequate maintenance of the project area/facilities.</td>
<td>• Discontinue operation of a facility.</td>
<td>• Adding any non-recreation facility to the encumbered area, including other government buildings, such as libraries or fire stations; utility structures, such as cellular towers; and public roadways is considered a conversion of the project area.</td>
</tr>
<tr>
<td>• Obligations regarding the project area endure in perpetuity for LWCF and MNRTF and for the life of the facility for RP.</td>
<td>• Submit Post-Completion Self-Certification Reports with the Grantee’s 5-Year Recreation Plan.</td>
<td>• Change or limit the public access or use of the site on a temporary or permanent basis.</td>
<td>• Additional efforts to acknowledge grant assistance are encouraged.</td>
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<td></td>
<td>• Correction of DNR-identified problems within reasonable timeframes.</td>
<td>• Significantly alter the recreation use of the project area.</td>
<td>• See Section 7 for more information.</td>
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<tr>
<td></td>
<td>• Seek DNR approval prior to:</td>
<td>• Convert the project area to non-recreation use.</td>
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SECTION 1: PROJECT RECOMMENDATION AND PREPARING FOR THE PROJECT AGREEMENT

When you receive notification from the DNR informing you that your project has been recommended for funding, this means that the Michigan Natural Resources Trust Fund Board has recommended your project for funding (for MNRTF applications), that the Director of the DNR has approved your project for funding (for RP applications) or that the Director of the DNR has approved your project for recommendation to the National Park Service (NPS) (for LWCF applications). However, a formal grant offer has not been made. A grant offer is made via issuance of a Project Agreement after funds are appropriated by the State Legislature (for MNRTF) and final approval by the NPS (for LWCF only), and approval by Director for RP. This process can take three to six months after you receive notification of recommendation.

While you are waiting for the DNR to issue your project agreement, there are several things your community can do to ensure timely completion of your project. These actions are slightly different for LWCF, MNRTF and RP projects.

PREPARING FOR THE PROJECT AGREEMENT

1. Prepare a legal description and boundary map of the project area. The “project area” is the geographic area you proposed to develop with grant assistance. At this time, you should begin preparation of the legal description and boundary map of the project area. These two items define the area encumbered by the Project Agreement. You will be obligated to dedicate the project area to public outdoor recreation in perpetuity for LWCF and MNRTF and for the life of the facilities for RP.

The project area is usually the entire park in which the development is to occur. However, there are times when uses other than public, outdoor recreation exist or are planned for a portion of the park. Examples include cell towers, fire stations, and community halls. Areas of existing or planned uses other than public outdoor recreation must be excluded from the legal description and from the project area. If the project area is proposed to be less than the entire park, the project area must be sufficient in size to support the facilities constructed, buffer those facilities from non-recreation uses that may negatively impact their use and enjoyment, and include adequate access and parking. If the project area is less than the entire park or different from that proposed in the application, you must receive approval of the DNR prior to execution of the Project Agreement.

The legal description defines the park or geographic area to be developed with grant assistance.

The legal description can be an excerpt from the original deed to purchase the property or a formal survey, but in either case should match the boundary map. If any portions of the project area are to be excluded due to non-recreation uses or otherwise, the legal description must reflect these deletions and describe only the actual project boundary. Label the Legal Description page with the community name, project name and grant number. Additional site control documentation that may be required are as follows:

- Road Right-of-Way – For trail projects located within a road right-of-way, the grantee must secure a written correspondence from MDOT or the road commission/city/village that has control of the road approving of the development in their right-of-way.
- Lease, Easement, or Use Agreement – For MNRTF/RP, ensure that you have received written approval from the DNR prior to submitting these executed documents with your project agreement.
- Fee Simple Site Control – Where necessary, take the final steps to obtain fee simple site control and provide the deed(s) with the project agreement documents.

Boundary maps must match the legal description and clearly define the boundary of the area to be encumbered. The following must be included on the boundary. See Appendix B for an example.

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

2. **Finalize any lease, easement, or use agreements if all or a portion of the project area is not owned by your community (MNRTF and RP only).**

You must own or have sufficient control over the project area in order to construct and maintain grant-assisted facilities and operate the park area. While the LWCF program requires you to own the property to be developed, under the MNRTF and RP programs you may control the property through an easement, lease, or use agreement, provided the terms of the lease, easement, or use agreement do not hinder your ability to comply with the terms of the Project Agreement. Leases and use agreements will normally only be allowed if they are a minimum 25 years in length and if the lessor is a regulated public utility or a unit of government legally constituted to provide public recreation. In addition, the lease must contain language that the lessor would assume all grant obligations for the grant-assisted area, including keeping the grant-assisted area open for public outdoor recreation in perpetuity.

If you control or will control any part of the property to be developed by means of a lease, easement, or use agreement, you should request written DNR approval of the terms at this time. All easements, leases, or use agreements must be executed, and we must have received a copy of the executed document before we can execute your Project Agreement.

3. **Make sure local matching funds are in place.**

LWCF, MNRTF and RP are cost reimbursement programs. At this time, you should make sure your community has allocated the funds for engineering, permits, and to initiate project construction.

4. **Retain the services of a Prime Professional.**

For projects with a total cost of $15,000 and over, grantees must secure the services of a “Prime Professional”. The only professions which can act in the Prime Professional role are a Licensed Architect, Licensed Professional Engineer or Licensed Landscape Architect. This professional must be registered in the State of Michigan. You may use your own staff for these tasks if you have qualified, registered professional staff available. A construction manager is not considered a Prime Professional and is not eligible for reimbursement. Prime Professionals should not also be a contractor or vendor who would bid on your contract or provide materials or products for your project.

The Prime Professional will provide all planning services necessary for the design and construction of your project and will be required to certify that all work was completed satisfactorily. Their responsibilities include, but are not restricted to, site surveys and analysis, design and design calculations, plans and technical specifications, contract documents, construction stake out, inspection and contract administration and final on-site inspection.

The process you use for selection of a Prime Professional does not require approval from the DNR, nor does the choice of the Prime Professional; The Prime Professional Services Certification will be completed by the Grantee for submittal of plans, specifications and bid documents (see Section 3).
5. Preparing Plans and Specifications.

Beginning in January, after a project has been recommended for a grant, you may incur costs associated with the preparation of plans, specifications and bid documents for the project. Please note these expenses are at your own risk. If such expenses are determined to be eligible, reimbursement will not occur until after the project is under construction.

All plans, specifications and bid documents must be approved by your Grant Coordinator prior to advertising for bids or quotes. If your plans, specifications and bid documents have been approved, you may, at your own risk, advertise for bids prior to execution of the Project Agreement, if your Grant Coordinator has authorized you to do so. Contracts cannot be awarded, and materials cannot be purchased until your Grant Coordinator has approved the proposed awards. Costs associated with the construction of the project must occur after the Project Agreement is executed to be considered eligible for reimbursement. See Chapter 3 Plans, Specifications and Bid Documents for requirements.


To avoid delays to your project, you should begin securing all required permits as soon as you receive notification that your project has been recommended for funding. Please bear in mind that only those costs associated with obtaining permits incurred during the project period are eligible for reimbursement. See Section 3 for a list of permits that may be required.

**ADDITIONAL PRE-PROJECT AGREEMENT ACTIONS REQUIRED FOR LWCF PROJECTS**

When you receive notification that your project has been recommended for funding to the National Park Service you will also receive notification of additional application information required by NPS. This information includes an updated project cost estimate, an environmental assessment report of your project area, and a report on any historic properties on or near your project area. The DNR must prepare a federal grant application for each recommended LWCF project. This document describes the information that must be prepared by a grant recipient and submitted to the DNR to be included in a federal LWCF grant application.

These materials must be submitted to the DNR within 90 days. The DNR must submit these items in the grant application to the NPS, which will become part of the federal file.

In addition to the 6 (f) (3) Boundary Map, PDESF form, and Legal Description, the following items need to be uploaded into MiRecGrants under the “NPS Information” page. Questions regarding this document should be directed to your Grant Coordinator.

**State Historic Preservation Office Letter of Effect** - Federal regulations require a separate review of your proposal by the Michigan State Historic Preservation Office (SHPO), Michigan State Housing Development Authority (MSHDA). To fulfill this requirement, you must submit a project review request to SHPO. The application form and instructions are available online at MSHDA’s website at [www.michigan.gov/mshda](http://www.michigan.gov/mshda). It takes at least 30 days to receive a response from SHPO, so this process should be completed as soon as you receive notification of grant recommendation. Please make sure to include the name of your State Contact on the form.

Once at the website, click on “Preservation” located near the top of the page and then under SHPO Programs and Projects click “Cultural Resources Management and Planning” and “Section 106 Application and Instructions” (both in the center of the page). There are several websites listed to assist you in understanding the process. The “EZ106: Separating the Monkey from the Wrench” is a very informative booklet that can be downloaded. The application form can be completed online or printed and completed. SHPO cannot accept requests for Section 106 via email at this time. A copy of the form and instructions are included with this document.
The contact information for the federal funding agency (as requested in Section I (d) of the form) is:

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

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

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

Please print and mail the completed form and required information to:

Environmental Review Coordinator  
State Historic Preservation Office Michigan Historical Center  
PO Box 30740  
702 West Kalamazoo Street Lansing, MI 48909-8240

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

**Cost Estimate** - Prepare a one-page cost estimate that includes the project scope items in your grant application. The total project cost should include engineering costs equal to 15 percent of the subtotal of the scope items. If you combined scope items in your grant application, please separate them out in this one-page document.

**Submitting NPS Information in MiRecGrants**

1. Log into MiRecGrants.
2. Click on the blue "My Grants" tab and search for the grant you want to work on.
3. Click on the grant name (ex 26-00001).
4. Click on “NPS Information”.
5. Upload the following documents by clicking the Browse button, searching for the document in your files and click upload. Click the Save button at the top of the screen after each upload.
   a. Environmental Assessment or Certification (if required).
   b. LW Project Description Environmental Screening Form (PDESF).
   c. SHPO Letter.
   d. 6 (f) (3) Boundary Map.
   e. Cost estimate.
   f. Legal description of the project area (the area included in the 6 (f) (3) boundary map).
6. Once the page is complete without any systems errors, the Authorized Official can submit the “NPS Documentation” to the DNR. On the menu bar, click on “Status Changes”.
7. The Authorized Official will click “Apply Status” to change the status to NPS Documentation Submitted.
8. The DNR has now received the submission and will review it. If the DNR requires revisions, you will
receive a notification and will need to return to step 6. If the DNR has approved the NPS Documentation, you will receive a notification. Once your grant is in the status PA in Process follow the steps for submitting a project agreement.

**GENERAL MiRecGrants INFORMATION**

**MiRecGrants Notifications** – The Authorized Official and anyone else who is added to the grant document in MiRecGrants 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 MiRecGrants. System messages will come from the e-mail address mirecgrants-noreply@michigan.gov. If you receive an e-mail that this may mean that additional information is required. If you receive an e-mail it may direct you to complete additional steps or pages.

**ADDING MEMBERS TO YOUR ORGANIZATION**

Consultants must register under their own companies in MiRecGrants. They should not be added as Agency Staff to a local unit of government’s account. 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 MiRecGrants
2. Click the My Organization link
3. Click Organization Members
4. For brand new users, such as staff members or volunteers within your organization, click “Add Members”, then click the “Add Members” button. Fill out the information and select the role. Click the Save button at the top of the page. 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.
5. For an existing user, such as a Consultant or Engineer, click “Add Members”, enter their name and click the “Search” button. Select the person, choose their role and click the “Save” button. They will already have a user name and password. 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.
6. If a document already exists, you will need to follow the Adding People to Documents steps below.

**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 MiRecGrants. 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 MiRecGrants.
2. Open the document.
3. From the menu bar, click “Management Tools”.
4. Click “Add/Edit People”.
5. Click the box next to the person you want to add, select the role (agency staff, consultant, etc.) and click the “Save” button. It will automatically select the current date. Do not put an end date unless you don’t want that person to have access to the document after a certain date.

**REMOVING MEMBERS FROM YOUR ORGANIZATION**

1. The Authorized Official should log in to MiRecGrants
2. Click the My Organization link
3. Click Organization Members
4. Use the active dates column to set the date the member should be removed.
5. Save the page. The member’s name will still appear, but they will not be able to access any organization documents.

NOTE: Do not use the check box next to member names to remove them. This will not properly remove the person from the organization or any additional documents.

SECTION 2: PROJECT AGREEMENTS

PURPOSE OF PROJECT AGREEMENTS
The Project Agreement details the responsibilities of the DNR and the grantee in completing the project and maintaining it over time. Upon its execution—signed by both the grantee and the DNR—it is a legally binding and enforceable document. As noted previously, a community that has been recommended to receive a grant has not been made an official grant offer until a Project Agreement is issued. That grant offer is considered accepted when the agreement is executed.

Project Agreements are developed by the DNR and are non-negotiable. They define the following:

- The timeframe for project completion, which is two years from the date the grant is approved by the Legislature for MNRTF, NPS for LWCF and the DNR Director for RP. This is commonly referred to as the "project period."
- The maximum grant amount and reimbursement rate based on the approved grant application.
- The “project facilities” or the scope of the development project based on the approved grant application.
- The “project area” or the park or geographic area to be developed with grant assistance.
- The reimbursement process and requirements, including the deadline for submitting a final reimbursement request.
- The contracting and purchasing procedures.
- The steps in project completion that require prior DNR approval – such as approval of plans and specifications and changes to the project scope.
- The grantee’s obligations to ensure the project meets all local, State and federal laws and regulations, including State and federal barrier-free accessibility requirements.
- The grantee’s obligations to comply with civil rights regulations in hiring and contracting for the project and also in providing public access to the project facilities and area to all.
- The grantee’s long-term obligations to:
  * Maintain the project area and facilities.
  * Keep the project area open to the general public.
  * Keep the project area in public, outdoor recreation use in perpetuity for MNRTF and LWCF or for the life of the facility for RP.
- The DNR’s rights in response to violation of the Project Agreement, including termination of the agreement and requiring the grantee to repay grant funds received and to pay damages.

EXECUTING THE PROJECT AGREEMENT

Issuance of Project Agreements
Project Agreements are issued to grantees within approximately 30 to 60 days of grant funding being made available to the DNR (MNRTF/RP) or notification by NPS that an application has been approved for funding (LWCF). Within 90 days of issuance of the Project Agreement, you must submit the project agreement documents in MiRecGrants.
Submitting a Project Agreement

Project agreements are submitted in MiRecGrants. They include a project agreement as well as attachments. The following are a couple of items of special note. Specific details on the legal description and 6 (f) (3) boundary map/boundary map are included in Section 1 and example Boundary Map and Resolution are included in the appendices.

Grantee’s Representative

The person designated as the Grantee’s Representative should be available to handle the day-to-day authority for the project and routinely interact with your Grant Coordinator. He or she does not need to be the same person who signs the agreement; however, they should be authorized to handle all routine correspondence pertaining to project completion. They must be registered in MiRecGrants and added to the Grant document.

Resolution

The local governing body must pass a resolution accepting the terms of the agreement and to commit to the match. Sample language for the resolution is provided with the agreement and included in this booklet in Appendix C. The DNR will not execute the agreement without a proper resolution by the local unit’s governing body accepting the grant and committing to the local match and the terms of the agreement. The resolution must include the name of the project and the grant number. The resolution must be signed to verify its authenticity.

Complete the following steps to submit the project agreement in MiRecGrants.

1. Authorized Official Log into MiRecGrants.
2. Click on the blue “My Grants” tab and search for the grant you want to work on.
3. Click on “Project Agreement”.
4. On the Project Agreement Page click on the link “Click Here to view the Project Agreement”. Print the document.
5. Upload the following documents on the Project Agreement Page by clicking the Browse button, searching for the document in your files and click upload. Click the Save button at the top of the screen after each upload.
   a. Completed, signed and dated Signature Page of the project agreement. You do not need to upload the entire document.
   b. Certified resolution. Also enter the date the resolution was approved.
   c. Legal description of the project area (the area included in the project boundary/6(f) (3) boundary map).
   d. Boundary/6(f) (3) boundary map of the project area. See Section 1 and sample in Appendix B for details on what should be included on the map.
   e. If applicable the lease or easement for the project area.
6. Fill in the Grantee’s Representative Information. Save the page before moving on.
7. Once the page has been completed and saved without any systems errors, the Authorized Official can submit the “Project Agreement” to the DNR. On the menu bar, click on “Status Changes”.
8. The Authorized Official will click “Apply Status” to change the status to Project Agreement Submitted.
9. DNR has now received the submission and will review it. If DNR requires revisions, you will receive a notification and will need to return to step 7. If DNR has approved the Project Agreement, you will receive a notification.
Execution of Project Agreements

Agreements are generally executed by the DNR within two weeks of the DNR receiving all the required materials. It is important to note that the two-year project completion timeframe (the project period) begins when the Project Agreement is issued. Project Agreements must be executed (by both parties) prior to incurring project costs--including matching funds--with the exception of limited engineering costs. Delays in executing the Project Agreement will reduce the amount of time available for completion of your project.

SECTION 3: PLANS, SPECIFICATIONS AND BID DOCUMENTS

The development of the plans and specifications for the project must be done in conjunction with securing all required permits, especially environmental permits, because the conditions under which environmental permits are issued may require significant modifications to your project plans and specifications. The DNR does not permit the awarding of a bid before all required environmental permits have been obtained. We recommend against advertising the bid before all permits are in place. To avoid delays to the project, you should begin securing all required permits as soon as you receive notification that your project has been recommended for funding. Costs associated with obtaining permits for construction activities must be incurred during the project period (when there is an executed project agreement) to be eligible for reimbursement.

PERMITS

A list of permits that may be required is provided below. This list is not comprehensive.

Local Permits/Approvals

1. Building Permits (including all associated trades - mechanical, plumbing and electrical).
2. Soil Erosion and Sedimentation Control Permits. Permits must be received from the appropriate local enforcement agency for compliance with laws and regulations pertaining to soil erosion and sedimentation control. Information on the local agency to contact to apply for a permit can be found on the following website, www.michigan.gov/soilerosion.
3. County Road Right-of-Way Permits. Your county road commission should be contacted for information on required permits for projects that involve activities within the right-of-way of a county road. These activities include, but are not limited to, construction or upgrading of driveways, tree trimming and removal, drainage, landscaping, grading and utilities.

State Permits

1. Michigan Department of Transportation, www.michigan.gov/mdot. Permits are required for activities within a State highway right-of-way. Examples of activities for which a permit is required include construction or upgrading of driveways, tree trimming and removal, drainage, landscaping, grading and utilities.
2. Michigan Department of Environmental Quality; www.michigan.gov/deg. Contact Water Resources Division for permit information for the following activities:
   - Construction, draining, dredging, or filling in, across, or under any area that may have or ever had standing or flowing water (rivers, lakes, wetlands, floodplain, etc.).
   - Dredging within 500 feet of a lake, river, stream, creek or ditch.
   - Filling or placement of structures in water, wetlands, floodplain or any work at the land/water interface.
   - Construction of a building or septic system in a designated Great Lakes high risk erosion area.
   - Dredging, filling, grading, or other alteration of the soil, vegetation, or natural drainage, or placement of permanent structures in a designated environmental area.
   - Development or silvicultural activities or contour alterations within a designated critical dune area.
   - Removal of sand from a sand dune area within 2 miles of a Great Lakes shoreline.
   - Any earth change activity within 500 feet of a lake or stream, or disturbance to an area greater
than one acre in size.

- On-site storage of sanitary sewage prior to ultimate transport and disposal off-site (pump and haul).
- Construction or modification of a campground.
- Construction or modification of a public swimming pool.
- Construction of a water supply well or the extension of a water supply service from an existing water system.
- Discharge of any type of wastewater to a storm sewer, drain, lake, stream or other surface water.
- Construction or alteration of any sewage collection or treatment facility.
- Construction that will disturb one or more-acre, other industrial activity that will result in a discharge of storm water to a storm sewer, drain, lake, stream or other surface water.


a. Wildlife Division, Natural Heritage Unit; 517-284-6216. An endangered species permit will be required if any State-listed threatened or endangered species will be taken or harmed. If a federally listed threatened or endangered species will be impacted, contact the U.S. Fish and Wildlife Service, 2651 Coolidge Road, Suite 101, East Lansing, Michigan 48823, 517-351-2555, for information related to federal regulations.

b. Fisheries Division, Natural Rivers Program; 989-732-3541. This program must be contacted if the project involves construction or land alteration within 400 feet of a designated natural river or tributary.

**Local/State Approvals of Final Construction**

In addition to the permits and approvals that may be needed prior to project construction, there are approvals and certifications that will be needed upon project completion. The following approvals will be needed to seek final reimbursement under the grant if appropriate for the project.

- Fire Marshal approval of building plans, where applicable.
- Certification from the electrical inspection unit having jurisdiction in the area that the project has been completed in accordance with prevailing electrical codes.
- A Certificate of Occupancy for any building or structure, including picnic shelters.
- Public swimming pool operations permit from the Michigan Department of Environmental Quality, Public Swimming Pool Program; 517-284-6529.
- Other local/State approvals as required by law.

**Accessibility for People with Disabilities**

All completed projects must meet all applicable engineering standards and federal, state, and local requirements, including compliance with state and federal barrier-free accessibility requirements.

**Federal Guidelines**

The federal Americans with Disabilities Act (ADA) recognizes and protects the civil rights of people with disabilities. The ADA requires, among other requirements, that newly constructed and altered state and local government facilities—including recreation facilities, places of public accommodation, and commercial facilities—be readily accessible to and useable by individuals with disabilities.

The ADA designates the Architectural and Transportation Barriers Compliance Board (Access Board) as the agency responsible for developing minimum accessibility guidelines for new and altered facilities. In 2010, the Access Board issued Accessibility Guidelines. The 2010 ADA Standards for Accessible Design incorporated guidelines for a number of types of recreation facilities, including amusement rides, boating facilities, fishing piers and platforms, golf courses, miniature golf courses, sports facilities, swimming and wading pools, spas,
and play areas.¹

It is very important to recognize that some elements of outdoor developed areas and recreation facilities are covered under the enforceable sections of the 2010 ADA Standards for Accessible Design. These include access routes, parking areas, restrooms, and entrances. Elements of outdoor developed areas and recreation facilities that are addressed by the enforceable standards contained in the 2010 ADA Standards for Accessible Design must comply with those enforceable standards.

For recreation facilities not covered under the 2010 ADA Standards for Accessible Design, such as campgrounds and picnic areas, the project must meet the requirements of the Access Board’s 2013 Final Guidelines for Outdoor Developed Areas, while not enforceable standards for local or state government it is a requirement of the recreation grants administered by the DNR Grants Management Section.

In addition, other agencies, such as the U.S. Forest Service, have developed their own guidelines for trails and the other outdoor developed areas based on the Access Board’s proposed guidelines. For hiking trails on Federal land or for Federally designated trails such as the North Country Trail, they are required to meet the Forest Service Trail Accessibility Guidelines.

Please note that where there is discrepancy between standards, the more stringent standards shall be used. For example, outdoor recreation access routes and beach access routes are narrowly defined within the outdoor developed areas guidelines and cannot be applied to sidewalks. We strongly recommend that you contact us before developing specifications for any access route that will not meet 2010 ADA Standards for Accessible Design.

State Requirements

The State of Michigan has a number of laws pertaining to the rights of persons with disabilities and the requirements for barrier-free construction of buildings and other facilities, including the Persons with Disabilities Civil Rights Act (1976 PA 220, as amended); the Utilization of Public Facilities by Physically Limited Act (1966 PA 1, as amended) and the Sidewalks; Persons with Disabilities Act (1973 PA 8, as amended).

Under the Utilization of Public Facilities by Physically Limited Act, all public facilities, including improved areas used for recreation, must meet the barrier-free design requirements contained in the state construction code. Under this Act, the administration and enforcement related to barrier-free design requirements are vested in the local or state government agency responsible for issuing a building permit. If the project does not require a building permit, administration and enforcement of barrier-free design requirements are vested in the Department of Licensing and Regulatory Affairs (LARA).

Any request for an exception to the barrier-free design requirements of the state construction code must be submitted to the Barrier-free Design Board, within the Plan Review Division, LARA. The Barrier-free Design Board has the responsibility to receive, review, and process requests for exceptions to barrier-free design specifications; require appropriate equivalent alternatives when exceptions are granted; and receive, process, and make recommendations for barrier-free design rules. It is important to note that an exception granted by the Barrier-free Design Board does not supersede the accessibility requirements of the ADA.

For more information on accessibility requirements, the following websites may be useful:

The Architectural and Transportation Barriers Compliance Board (the Access Board): www.access-board.gov
The Great Lakes ADA Center: www.adagreatlakes.org
National Center on Accessibility: www.ncaonline.org
Americans with Disabilities Act Home Page: www.ada.gov
U.S. Forest Service: www.fs.fed.us/recreation/programs/accessibility
PLAYGROUND SAFETY

All completed projects must meet all applicable engineering standards and federal, state, and local requirements, including compliance with the Playground Safety Act, 1997 PA 16, as amended.

For information on playground safety requirements, the following websites may be useful:
International Play Equipment Manufacturers Association: www.ipema.org
American Society of Testing and Materials: www.astm.org
National Program for Playground Safety: http://playgroundsafety.org

DEVELOPMENT OF PLANS SPECIFICATIONS AND BID DOCUMENTS (PSB)

Plans and specifications are required for all grant projects. For projects with a total cost of $15,000 and over, the plans, specifications and bid documents (PSB) must be prepared by the Prime Professional. The development of PSB must comply with the Project Agreement entered into by the State of Michigan and the grantee and with all applicable federal, State, and local laws and rules. For LWCF projects, the requirements of the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (43 CFR Subtitle A, Subpart C) supersede State and local laws and rules when in conflict.

The Prime Professional prepares the plans, specifications and bidding documents. The form these documents take depends on the items included in the project, their cost, whether they are constructed or purchased and, if constructed, whether through contract, by force account labor or by volunteers. The Prime Professional is also responsible for overseeing the completion of the project and must conduct a final inspection to certify that all aspects of the project were carried out satisfactorily.

If the contract includes the purchasing of some items, the specifications may reference a specific company’s product; however, a phrase such as “or equivalent” must be inserted into the specifications to allow for the purchase of similar items from other companies. The plans must indicate where the purchased items are to be installed and include the support facilities needed to make them useable, such as access routes and surfacing for play equipment, or abutments and approaches for bridges.

In preparing the plans, specifications and bid documents, you may include the entire project within a single contract or split the project into multiple contracts. In most cases an entire scope item must be included in a single contract and, for most projects, no more contracts than the number of scope items will be allowed. For LWCF projects, exceptions will be made if adherence to these guidelines would impede your ability to take all necessary affirmative steps to assure that minority firms, women’s business enterprises and labor surplus area firms are used (see the additional contract/purchasing requirements listed below).

If you combine scope items from more than one grant project in a single contract or include items that are not part of the grant-assisted project, you must clearly specify which costs are associated with which grant, and/or which costs are not part of a grant-funded project, when submitting reimbursement requests.

A typical PSB document would at a minimum include the following items. For projects that are $15,000 and over the Prime Professional is responsible for developing these documents. For all projects the grantee is responsible for submitting PSB.

Plans

- Project name and grant number (minimum on the cover sheet)
- Address of site (required) and location map (recommended) at a minimum on the cover sheet.
- Grantees name and contact information (minimum on the cover sheet)
- Prime Professional(s) name and contact information (minimum on the cover sheet) and identifying which scope of work they are responsible for where more than one Prime Professional is working on a project.
- Seal of Prime Professional on the cover page.
- Table of contents (minimum on the cover sheet).
- North arrow, legend, graphic and written scale on every plan sheet.
• Miss DIG (811) and contact information for utilities.

• Information about permits or special requirements specific to the site and/or project.

• All plan sheets should clearly delineate and identify existing features in the project area versus proposed features, construction boundaries and delineation of work such force account versus construction by contract.

• The organization that is responsible for purchasing/installing scope items should be identified on the plans. For example, if the grantee intends to purchase and install benches that should be labelled on the appropriate plan.

• Typical drawing sheets may include a few or all of the following sheets as separate sheets or a single sheet depending on the complexity of the project.
  o Cover sheet
  o Existing Conditions
  o Demolition
  o Grading and Soil Erosion and Sedimentation Control (SESC)
  o Site Plan
  o Floor Plan (buildings)
  o Building Elevations (buildings)
  o Utility Plans (water, storm, sewer, electrical, lighting and photometrics, mechanical, plumbing)
  o Landscaping and irrigation
  o Construction Details

Specifications

• Table of contents.

• Specifications relevant to project scope items. Specifications must not be written as a means to exclude competition.

• Where specific products are called out there must an “or equivalent” clause.

Bid Document

• Project name and grant number

• Address of site.

• Grantees name and contact information.

• Prime Professional(s) name and contact information and identifying which scope of work they are responsible for where more than one Prime Professional is working on a project.

• Seal of Prime Professional on the cover page.

• Table of contents.

• Advertisement for Bids including:
  o Description of project
  o Statement that says which grant funding source is being used for the project and relevant State or federal requirements apply.
  o Contact information.
  o Where to view bid documents.
  o When and where bids are due.

• Instruction to Bidders.

• Bid Form
Non-Discrimination clause that states that the project must comply with all requirements of the 1976 PA 453 (Elliott-Larsen Civil Rights Act) and 1976 PA 220 (Persons with Disabilities Civil Rights Act), as amended.

SEEKING DNR APPROVAL OF PLANS AND SPECIFICATIONS

After you receive recommendation of award, you may begin incurring costs associated with the preparation of plans, specifications and bid documents for your project. Please note these expenses are at your own risk. If such expenses are determined to be eligible, reimbursement will not occur until after the project is under construction.

At your own risk, the project may go out for bid prior to execution of the project agreement. The plans, specifications and bid documents must be approved by your Grant Coordinator prior to advertising for bids or quotes. Costs associated with the construction of the project must occur after the project agreement is executed to be considered eligible for reimbursement.

All grantees should submit plans and specifications to the DNR within 180 days of Project Agreement execution, and at least 90 days prior to the time that you want to begin construction to allow for adequate time for review and advertising for bids, if needed. Plans and specifications for all items in the approved project scope must be submitted to the DNR for approval, in a single packet or multiple packets. Allow a minimum of 30 days for review and approval from your Grant Coordinator.

The DNR’s review of plans and specifications will be limited to verification by your Grant Coordinator that the work to be performed conforms to the approved list of project items as defined in the signed Project Agreement and to verify that accessibility guidelines were used in designing facilities. The DNR’s approval of the plans and specifications does not indicate that the plans meet engineering or architectural standards or barrier-free accessibility requirements. The grantee is solely responsible for ensuring the plans and the final project meet engineering standards and all appropriate federal, state, and local requirements, including compliance with state and federal barrier-free accessibility requirements.

Follow the steps for Submitting Plans, Specifications and Bid Documents (PSB). Some items of special note for uploads and pages in MiRecGrants are discussed below.

- **Submitting PSB Prior to Execution of a Project Agreement**
  If you are considering preparing PSB for review prior to having an executed project agreement contact your Grant Coordinator for additional instructions.

- **Professional Services Certification Page**
  By completing this page, the grantee provides the name and qualifications of the Prime Professional (and additional professional service contractors) responsible for preparation of the plans and specifications.

  By certifying this page, you also certify that the Prime Professional and other professional services contractors (such as a playground equipment vendor) will supervise the construction, assembly, and/or installation of equipment to ensure adherence to the plans and specifications and all applicable engineering standards.

- **An itemized cost estimate for the project**
  This estimate should be detailed, based on current construction estimates and reference the scope items as they appear in the Project Agreement. If the grant project will be combined with other projects, make sure to break the estimate into grant eligible and ineligible items. If the project will be broken down into several bid packages, the cost estimates should still include the entire project cost. List all costs associated with each scope with that scope item as called out in the project agreement.

- **A brief project implementation schedule**
  The schedule should list the major steps the grantee will take toward completing each scope item and the projected completion date for each step. The common steps that should be included in all schedules include the following; however, additional steps unique to the specific project can also be included in the schedule:
• Complete Plans, Specifications and Bid Documents and Submit to DNR for Approval
• Secure Permits
• Advertise for Bids/Quotes Award
• Award of Construction and Purchase Contracts and Notify DNR of Contractor/Vendor Selection
• Begin Construction/Procurement
• Complete Construction/Procurement
• Submit Reimbursement Request to DNR

This schedule must demonstrate that the project will be completed within the project completion period included in your Project Agreement. An example implementation schedule is included in Appendix D. The example is in table form; however, any format—including charts, graphic timelines, or narrative—is acceptable.

**SUBMITTING PLANS, SPECIFICATIONS AND BID DOCUMENTS (PSB)**

Please make sure your Prime Professional has been added to the grant document in MiRecGrants. This will insure they are added to the Plans, Specs and Bids once they have been started. A PSB document is required for all payments that are $5,000 or more. A PSB should be created based on award to 1 contractor or vendor that is $5,000 or more. For projects with multiple $5,000 or more contracts there will be multiple PSB documents.

1. Authorized Official Log into MiRecGrants.
2. Click on the blue “My Grants” tab and search for the grant you want to work on.
3. Click on the grant name (ex TF16-0001).
4. Click on “Related Documents and Messages”.

5. On this page, the Authorized Official will be able to start a Project Construction Document. Click on Initiate a/an Project Construction (it will also include the corresponding year for that project. If you have a 2016 project, it will end in 2016).
6. This action has created a Project Construction document. Now that it has been created, you have a document number that is exclusive to this Plans, Specifications and Bids (PSB) document. It will be in a format similar to this – PSB-TF16-0001-012. If you leave this page and want to get back, after you log in, you can now click on the blue ‘My PSB’ tab and search for it (example below).
7. Click on the name of the PSB document (ex PSB-TF16-0001-012).
8. To begin completing the PSB, select “Checklist for Submission” page.
   - This page is required and the Grantee (Authorized Official) and Prime Professional (Consultant or Engineer) will need to certify the page.
   - If you answer “No” for the first question (Have plans and specifications been submitted and approved previously?), you will leave the next 3 questions blank.
   - For the Scope Items, you can select All Scope Items or any combination of individual Scope Items. You will need to complete the Accessibility Guidelines, Construction by and Change from Application sections. If you select “Yes” under Change from Application on any Scope Items, you will also need to fill out the Justification text box. If you are proposing to change the project as it was proposed in your approved LWC, MNRTF or RP grant application, see Section 5.
   - Required Uploads needs to be completed (if not previously approved for these scope items). Uploads include sealed plans, sealed specifications, bid documents, an itemized cost estimate and a brief project implementation schedule.
9. Save the page before moving on to the “Prime Professional Services” page.
This page is required and needs to be approved by the Authorized Official and Prime Professional.

For the Prime Professional Information, some of the information will generate once the Engineer or Consultant has SAVED the page. The Portion of Project and Registration # and State will need to be input.

The Grantee (Authorized Official) and Prime Professional (Consultant or Engineer) will need to certify the page.

10. Save the page before moving on to the “Additional Professional Services” page.

Complete this page only if you need to include additional Prime Professionals.

The Grantee (Authorized Official) will need to certify the page.

Save the page before moving on.

Once these pages have been completed without any system errors, the Authorized Official can submit the PSB to the DNR. On the menu bar, click on “Status Changes”.

The Authorized Official will click “Apply Changes” to change the status to Plans and Specs Submitted. (If you are re-submitting, the status will be Clarifications Submitted).

The DNR has now received the submission and will review it. If the DNR needs clarifications on the submission, you will receive a notification and will need to return to step 8. If the DNR has approved the Plans and Specs, you will receive a notification. Once you are prepared for Bids, please follow the Completing Contractor/Vendor Selection & Bid Tabulation section. See Section 4 Contractor/Vendor Section and Section 5 Reimbursement for more details on procurement, contracting and reimbursement.

Upon DNR approval of the plans and specifications, the grantee may complete the following:

- Initiate the contracting process for work to be performed by contract;
- Initiate work to be done with the grantee’s own labor (force account); and
- Initiate the procurement of project materials

SECTION 4: CONTRACTOR/VENDOR SELECTION

PURCHASING REQUIREMENTS

Plans and Specifications

Plans and specifications are required for all grant projects. For projects with a total cost of $15,000 and over, the plans, specifications and bid documents must be prepared by the Prime Professional. See Section 3 Preparation of Plans, Specifications and Bid Documents (PSB) for more information.

Construction by Force Account or Volunteer Labor

For projects that will be constructed by the grantee’s own staff (Force Account) or with volunteer labor, plans and specifications are still required and they must be completed by a Prime Professional for projects with a value of $15,000 and over. The PSB package must be submitted in MiRecGrants and approved by the DNR prior to the beginning of construction.

Purchasing Materials and Labor

Sometimes the grantee may wish to purchase items for the project directly rather than through a contractor. The procedures you must follow in making direct purchases depend on the dollar amount of the purchase. Items that would normally be purchased together, such as multiple identical items (six grills) or items typically made by the same manufacturer (tables and benches), under most circumstances must be purchased together.
State Requirements for Direct Purchase, Quote and Bids

The total cost of a purchase or contract determines whether State Purchasing Requirements allow it to be purchased directly, by quote or through a public bid. The project can be broken down into multiple packages or items such as amenities can be directly purchased by the grantee. However, the grantee should keep in mind they will be taking on additional responsibility to manage more contractors/vendors. Also, if the grantee makes multiple direct purchases from the same vendor the total should stay under $5,000 otherwise the grantee must secure 3 quotes.

1. **Under $5,000** - When a direct purchase price/contract award has a total cost under $5,000, submit manufacturer’s specification sheets for DNR approval prior to making the purchase. When applicable, manufacturer’s specification information may be taken from a catalog.

2. **$5,000 to $10,000** - If the total purchase price/contract award is between $5,000-$10,000, you must submit to the DNR (prior to purchase) the Contractor/Vendor Selection and quotes from at least three different companies. Items must be purchased from the company offering the lowest price. If you intend to solicit quotes, submit the PSB to the DNR prior to solicitation. Bid documents containing manufacturer’s specifications sheets must include the phrase “or equivalent” to allow for the purchase of similar items from other companies. At least three written quotes must be solicited, and the purchase must be made from the lowest bidder.

3. **Over $10,000** - If the item(s) to be purchased costs over $10,000, the grantee must conduct open, competitive bidding. Specifications based on a specific company’s product must include a phrase such as “or equivalent” to allow for the purchase of similar items from another company. Performance specifications based on a fixed dollar amount may be used. Plans that include the purchased item(s) and/or their support facilities, specifications and bidding documents must be approved by the DNR prior to advertising the bid. The award must go to the lowest bidder.

At the completion of the project, the Prime Professional will be required to certify that purchased/constructed items are acceptable for their intended use, and that they have been assembled and installed correctly, whether by a contractor, force account labor or volunteers. For some projects, playground or other equipment is installed by an employee of the vendor, or the vendor’s employee oversees the assembly and installation by volunteer labor. In these instances, the vendor’s employee must be licensed to perform these duties and must be identified as an additional professional services contractor on the Professional Services Certification page. The vendor’s employee will be required to sign the reimbursement request form (see Section 6) along with the Prime Professional certifying that the purchased items have been assembled and installed correctly.

**Additional Contract/Purchasing Requirements for All Projects**

1. You must inform all bidders in the advertisement for bids or solicitation for quotes that State or federal funds are being used to assist in construction and relevant State or federal requirements will apply.

2. You must comply with all requirements of 1976 PA 453 (Elliott-Larsen Civil Rights Act) and 1976 PA 220 (Persons with Disabilities Civil Rights Act), as amended. In accordance with these laws, all contracts you enter into must contain a covenant by the contractor and any subcontractors not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual’s ability to perform the duties of a particular job or position. A breach of this covenant will be regarded as a material breach of the contract and of your Project Agreement.

3. The grantee must maintain written records of the contracting process, and upon request of the DNR, submit documentation that you have followed the guidelines set forth in this document. (If applicable, local preference policy/statement must be included in the bid documents).

4. You cannot award a contract or subcontract to an employer whose name appears in the Michigan
Debarred Vendor List or Federal Debarred Vendor List compiled by the Department of Technology, Management and Budget pursuant to Sections 261 and 264, MCL 18.261 and 18.264, 1980 PA 278 (State Contracts with Certain Employers Prohibited).

5. Sometimes bid documents are prepared containing alternates. In preparing bid documents, you should prioritize alternate work carefully. This requirement is meant to minimize manipulation of the bid to award to a specific bidder.

6. Occasionally situations arise in which it is necessary or highly desirable to purchase an item from a specific vendor or hire a particular contractor without going through the competitive bid or quote solicitation process. While the DNR does not generally approve using sole source providers, there may be situations in which their use is acceptable. For example, you may have previously purchased a distinct type of bench for your park, and wish to add additional, identical benches using grant funds. You must obtain written approval from the DNR prior to contracting with a sole source provider by submitting a written request to your Grant Coordinator. Include cost estimates and a justification for using this procedure with your request.

7. Vendors cannot act as the Prime Professional and also bid on a project.

8. Joint Buyer programs that allow for units of government to secure contractors without bidding are not allowed.

9. Local contractor/vendor preferences are not allowed. Award must be based on State Purchasing Requirements.

10. State and Federal Wage Rate Requirements:
- Federal Davis-Bacon Wage Rates- Compliance with the federal Davis-Bacon Act (40 USC 276a to 276a-7) is not required for LWCF, MNRTF or RP projects unless the project is being constructed on Federal land.

11. **For LWCF projects**, and in accordance with 43 CFR Subtitle A, Subpart C, you must take all necessary affirmative steps to assure that minority firms, women’s business enterprises and labor surplus area firms are used when possible. Affirmative steps shall include:
   a. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
   b. Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources;
   c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women’s business enterprises;
   d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business and women’s business enterprises;
   e. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
   f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in a through e above.

**CONTRACTOR/VENDOR SELECTION**

Upon DNR approval of your plans, specifications and bid documents, the contract is advertised (if force account or volunteer labor is not being used) or solicitation for quotes begins. Once the bids have been opened, in most situations they cannot be altered, nor can negotiations take place; with some exception for times when bids are received that are much higher than anticipated as described below.
**Qualified Low Bid**

The DNR must concur with your choice of contractor/vendor when the contract/purchase exceeds $5,000. The award must go to the qualified lowest bidder. Submit the Notification of Contractor/Vendor Selection and Bid Tabulation Approval page including uploading the bid tabulation, bid proposal and any other relevant documents.

If you have reason to reject the lowest bid, you must include justification on the Notification of Contractor/Vendor Selection and Bid Tabulation Approval page and receive approval from the DNR prior to awarding a contract.

Multiple contractors/vendors can be awarded under 1 bid package, only when a bid package is clearly written and broken down to allow for award to multiple contractors. A bid that is written as if for 1 contractor cannot be split between multiple bidders in À la carte manner.

**Bid Proposal Costs Exceed Estimates**

There are a number of options that you can pursue when the bid proposals come in higher that the estimated costs. You must be sure to keep your Grant Coordinator informed of your actions and which of the options below you are pursuing.

1. Alter the plans and/or specifications (see Section 5 Project Changes and Amendments) and either re-advertise for bids or issue a post-bid addendum to all bidders.

2. Divide the contract into smaller contracts and re-advertise for bids. Remember that no more contracts than the number of scope items are generally allowed.

3. If you have sufficient time left in your project period, wait until market conditions are more favorable and re-advertise the bid.

4. If the bids are based on unit pricing, determine the low bidder following alteration of the plans and/or specifications (see Section 5 Project Changes and Amendments). Using this method to manipulate the bid with the goal of awarding the contract to a specific bidder is unacceptable and will not be approved.

**Low Response**

At times, you may receive a very low number of bids or fewer than three quotes. In this situation, you should re-bid the contract or solicit more quotes. If you believe there are circumstances that will prevent you from receiving better results, submit with the Notification of Contractor/Vendor Selection and Bid Tabulation Approval page with justification for awarding the contract, including a description of the efforts you took to advertise for bids or solicit quotes. You must receive approval from the DNR prior to awarding a contract.

**Submitting Contractor/Vendor Selection and Bid Tabulation**

The contractor/vendor selection must correspond to the scope items in the PSB. It is recommended that all scope items be bid under one PSB package. However, there may be times that the grantee may wish to break the project into several packages. The Grantee must make sure that they upload the contractor/vendor selection with the correct corresponding PSB. To submit the contractor/vendor selection(s) in MiRecGrants follow these steps.

1. Authorized Official Log into MiRecGrants.

2. To return to your current PSB in progress, click on the blue “My PSB” tab and search for the document.

3. Click on the document name (example – PSB-TF14-0001-012).

4. You will now have the “Contractor/Vendor Selection & Bid Tabulation” page available to be completed.

5. Complete the “Contractor/Vendor Selection & Bid Tabulation” page.
   - Fill in the proposed Contractor/Vendor and Amount.
   - Select the Scope Items that will be completed by this Contractor/Vendor and add any notes you feel are needed for the Grant Coordinator to see.
- Upload Bid Tabulation, Bid Proposals and any other relevant documents.
- If fewer than three bids or quotes were received, please upload written justification for the recommended award of the contract to the lowest bidder, including a description of the efforts taken to advertise for bids or solicit quotes.
- If you propose to award the bid to the second lowest bidder, upon concurrence by the DNR, please provide justification for rejecting the lowest bid. Save the page.
- The Grantee (Authorized Official) will need to certify the page.

6. To request approval for multiple Contractors/Vendors, save the current page and then click ADD to generate a blank “Contractor/Vendor Selection & Bid Tabulation” page.

7. Navigate between pages by using the small drop-down menu on the right side of the page. Change the drop-down menu to the page number you want to see, then click Go button. See below.

8. Once all pages have been completed and saved without any systems errors, the Authorized Official can submit the “Contractor/Vendor Selection & Bid Tabulation” to the DNR. On the PSB Menu, click on View Status Options under Change the Status.

9. The Authorized Official will click “Apply Status” to change the status to Contractor/Vendor Forms Submitted.

10. The DNR has now received the submission and will review it. If the DNR requires a re-bid on the submission, you will receive a notification and will need to return to step 1 of Completing Contractor/Vendor Selection. If the DNR has approved the Contractor/Vendor Selection, you will receive a notification.

**REQUEST A CONTRACTOR/VENDOR CHANGE**

There may be a time when you need to change your approved contractor/vendor. For example, if the contractor/vendor goes out of business or cannot perform the work as bid then you can request a contractor/vendor change as described below. You may be able to use submitted bids or you may have to rebid the project. You may also follow these steps to choose an additional contractor/vendor after at least one contractor/vendor has already been approved.

1. Authorized Official Log into MiRecGrants.
2. To select the PSB document to request a change, click on the blue “My PSB” tab and search for the document.
3. Click on the document name (example – PSB-TF14-0001-012).
4. On the menu bar, click on “Status Changes”.
5. The Authorized Official will click “Apply Status” to change the status to Request for Contractor Change.
6. After you’ve changed the status, click on “Forms Menu”.
7. Click on the Contractor/Vendor Selection & Bid Tabulation page.
8. You will not be able to make any changes to the original contractor/vendor. To enter the new information, you will need to click on the “ADD” button.
9. Once a new page has been created, you will use the small drop-down menu on the right side of the page to view the different pages. The original will be 1 and the new document will be 2. To view the different pages, change the drop down to the page you want to see and click GO. See below:

10. Complete the “Contractor/Vendor Selection & Bid Tabulation” page.
   - Fill in the proposed Contractor/Vendor and Amount.
   - Select the Scope Items that will be completed by this Contractor/Vendor and add any notes you feel are needed for the Grant Coordinator to see.
   - Upload Bid Tabulation, Bid Proposals and any other relevant documents.
   - If fewer than three bids or quotes were received, please upload written justification for the recommended award of the contract to the lowest bidder, including a description of the efforts taken to advertise for bids or solicit quotes.
   - If you propose to award the bid to the second lowest bidder, upon concurrence by the DNR, please provide justification for rejecting the lowest bid.
   - The Grantee (Authorized Official) will need to certify the page.
   - Save the page before moving on.
11. Once the page has been completed and saved without any errors from the system, the Authorized Official can now submit to the DNR. On the menu bar, click on “Status Changes”.
12. The Authorized Official will click on “Apply Status” to change the status to Request for Contractor Change Submitted.
13. The DNR has now received the submission and will review it. If the DNR requires a re-bid on the submission, you will receive a notification and will need to return to step 1. If the DNR has approved the Contractor/Vendor selection, you will receive a notification.
SECTION 5: PROJECT CHANGES AND AMENDMENTS

A project change is an alteration of the project as it was proposed in your approved LWCF, MNRTF or RP application or as it was executed in your Project Agreement. Changes can include adding or deleting scope items, altering the specifications of a scope item, changing the layout of the scope items within the project area or modifying the size or location of the project area. Project changes also include lengthening the project period. Different procedures for requesting and obtaining approval for changes are required, depending on the change, the grant program, and when the change is proposed.

CHANGE TO SCOPE ITEMS

Any changes that significantly affect scope items, as defined in the Project Agreement and further delineated in the approved grant application require prior approval by the DNR. These include adding or deleting scope items and making significant changes to the specifications of a scope item, such as reducing the size of a nature center building. Depending on the degree and nature of the change, approval by the MNRTF Board (MNRTF projects), National Park Service (LWCF projects) or DNR Director (RP projects) may be required. These types of changes usually result in the need to amend the Project Agreement.

We encourage you to discuss this type of change with your Grant Coordinator before submitting an amendment request. If you submit plans and specifications that incorporate one or more of these types of changes, you should indicate the change on the Checklist for Submission of Plans, Specifications and Bid Documents for Recreation Grant Development Projects Page and include a description of the change, the reason for the change and the expected impacts on the project. Changes that involve a deletion or significant reduction to a scope item should include a discussion on the review and rejection of alternatives to this course of action. Changes will require approval before you may advertise the bid or solicit quotes.

Significant changes to scope items requested after the commencement of construction also require prior approval. Again, submitted requests must include a description of the change, the reason for the change, and the impacts on the project, along with (as appropriate) a set of revised plans and specifications sealed by your prime professional. Changes that involve a deletion or significant reduction to a scope item should include a discussion on the review and rejection of alternatives to this course of action.

OTHER CHANGES TO THE PLANS AND SPECIFICATIONS/CONTRACT CHANGE ORDERS

You are required to notify the DNR, or in some cases obtain prior approval, for changes to the approved plans and specifications that are less significant than those discussed above. Notification is usually accomplished by submitting a copy of a contract change order. All contract change orders that result in more than 15 percent change in the total contract amount require prior DNR approval to ensure that proper procedures are being followed and that the project has not changed significantly from that proposed. These should be submitted before execution and accompanied by a written description of the change. Contract change orders for less than 15 percent of the total contract amount that do not significantly change the nature or intent of scope items may be submitted with reimbursement requests (see Section 6 Reimbursement Requests) and do not require prior approval.

When a contract change order along with an “as constructed” plan (see Section 6) does not adequately describe the alteration of the project for the purposes of a final inspection, revised plans and specifications, sealed by the prime professional, must also be submitted.

CHANGES TO THE PROJECT AREA

The project area is defined by the legal description and 6 (f) (3) boundary/boundary map incorporated into your Project Agreement. All scope items constructed or purchased as part of your grant funded project must be located within the project area. Your project agreement requires you to maintain the project area for public outdoor recreation uses only, in perpetuity for LWCF and MNRTF and for the life of the facility for RP. Any change to the project area will require an amendment to your Project Agreement and may require approval by the MNRTF Board (MNRTF projects), National Park Service (LWCF projects) or DNR Director for RP. Requests for project area changes should be submitted in MiRecGrants including a map of the proposed change, the reason and justification for the change, and a discussion of the expected impacts of the change on the project as originally proposed.
PROJECT PERIOD EXTENSIONS

You are expected to complete your grant funded project within the project period stated in your Project Agreement, however, there are times when, for various reasons, this is not possible. The DNR will consider requests for extensions that are submitted before the project period ends. Factors we will consider in determining whether to grant an extension include how much progress has been made towards completion of the project and to what extent delays were outside of your control. Project period extensions always require an amendment to your Project Agreement. LWCF grants cannot be extended past their two-year project period.

Submitting a Project Agreement Amendment

Follow the steps below to request an amendment to your project agreement. If you are requesting an additional amendment wait until your first amendment has been processed. Then complete steps 1-6 as usual, then at step 7 click the “Add” button in the upper right-hand corner and follow the remaining steps.

1. Authorized Official Log into MiRecGrants.
2. Click on the blue “My Grants” tab and search for the grant you want to work on.
3. Click on the grant name (ex TF16-0001).
4. On the menu bar, click on “Status Changes”.
5. The Authorized Official will click “Apply Status” to change the status to Amendment Requested.
6. Go back to Forms Menu and click “Project Agreement-Grantee Amendment Request”.
7. Fill out the justification box explaining your amendment request. Save.
8. Click on “Status Changes”.
9. The Authorized Official will click “Apply Status” to change the status to Amendment Request Submitted.
10. DNR has now received the submission and will review it. If DNR requires revisions, you will receive a notification and will need to return to step 7. If the amendment is eligible you will receive a notification when Amendment Signatures are required.
11. Follow steps 1-3. Go to Project Agreement-Amendment.
12. Click on the link “Project Agreement Amendment” under the title Project Agreement-Amendment. Print the document.
13. Upload the following documents by clicking the Browse button, searching for the document in your files and click upload. Click the Save button at the top of the screen after each upload.
   a. Completed, signed and dated Signature Page of the project agreement amendment. You do not need to upload the entire document.
   b. Certified resolution, if required by your governing body. Also enter the date the resolution was approved.
   c. Amended legal description, boundary map lease or easement only if applicable to the amendment.
14. Fill in the Grantee’s Representative Information. Save.
15. Once the page has been completed without any systems errors, the Authorized Official can submit the “Project Agreement Amendment” to the DNR. On the menu bar, click on “Status Changes”.
16. The Authorized Official will click “Apply Status” to change the status to Amendment Submitted.
17. DNR has now received the submission and will review it. If DNR requires revisions, you will receive a notification and will need to return to step 13. If DNR has approved the Project Agreement, you will receive a notification.

GRANT WITHDRAWAL REQUESTS

If you must withdraw your grant please contact your Grant Coordinator.
**SECTION 6: REIMBURSEMENT REQUESTS**

Development grants under LWCF, MNRTF and RP are made strictly on a reimbursement basis. This means that the grantee incurs the costs and then requests reimbursement for those costs. All reimbursement requests for grants awarded prior to 2016 should be mailed to the DNR PO Box or sent via e-mail to the Grants payment staff. See Appendix A. Reimbursement requests for grants awarded in 2016 or later will be completed in MiRecGrants.

- The reimbursement amount is based on the percentage stated in the Project Agreement up to the amount of the grant award i.e., if the grant was awarded based on 75 percent of the total cost of the project, the reimbursement rate would be 75 percent of the eligible expenditures. If the expenditures are in excess of what is required to earn the full grant, you will only earn the grant amount. The grantee is solely responsible for all cost overruns. Grant amounts cannot be increased.

- Payments are processed up to a maximum of 90 percent of the total eligible expenditures or 90% of the grant amount, whichever is less. Release of the final 10 percent is dependent upon satisfactory completion of a Final Compliance Onsite Inspection Report and an audit of the financial information by the DNR, Finance and Operations Division.

- Complete and submit a first reimbursement request when you have earned a minimum of 25 percent of the grant award. Additional requests may be submitted at any time but should be limited to a total of four during the life of the project. If the reimbursement request includes only engineering costs and no contract has been awarded, no payment will be made until a contract has been awarded and construction has begun. The one exception to submitting requests before 25 percent of the grant has been earned is at the close of the state fiscal year, when you will be required to report all expenditures incurred within that year (see below).

- Submitting one reimbursement request - a “first and final” - upon project completion is permitted, however, it is not recommended. For projects under $15,000, only one reimbursement request will be processed. With this process, you will be paid 80 percent of the grant amount or eligible expenditures earned following a review and approval of the request. An additional 10 percent will be released upon approval of a final inspection. The release of the final 10 percent will then be dependent upon satisfactory outcome of a final financial audit.

**PREPARING AND SUBMITTING A REIMBURSEMENT REQUEST**

**Required Content**

A complete request for reimbursement must include all of the following:

1. For grants awarded prior to 2016, a completed Development Reimbursement Request form (PR1919; Appendix E). All blanks within the form must be completed, and the form must be signed by both the grantee and the Prime Professional. If additional space is needed to list expenditures, use a separate sheet of paper formatted in the same manner as Section 3 of the form.

2. Copies of the front and back of canceled checks for all expenditures. The copies must document that the check has cleared the bank (see example in Appendix F). If canceled checks are no longer provided by your bank, include a copy of the non-negotiable check and a copy of the bank statement which indicates the check cleared the bank.

3. Copies of invoices (not purchase orders or statements). The invoices must include a precise description of the items or services provided. It must be clear from the description how the items or services relate to completion of one or more of the project scope items (see example in Appendix G).

4. Copies of Contractor Application for Payment (AIA form), including all continuation sheets (see example in Appendix H).

5. All applicable Contract Change Orders.

6. Documentation of force account labor and equipment (see below).

7. Documentation verifying the amount and value of donated labor and/or materials (see below).

8. For grants awarded prior to 2016, a short cover letter or transmittal note providing the name and phone number of the person who prepared the request and who can answer questions regarding its content.
REPORTING FORCE ACCOUNT LABOR AND EQUIPMENT EXPENSE

Salaries and Wages
If a local unit of government is using their own employees to construct all or part of a project funded by a recreation grant (force account labor), the following information must be submitted with the request for reimbursement:

1. A list which includes the following (see Exhibit A):
   a. The name(s) of the employee(s);
   b. The dates worked;
   c. The hourly pay rate;
   d. Number of hours worked;
   e. Total amount paid; and
   f. The employees’ classification/title and annual salary.
2. Copies of time sheets for the pay periods indicated.
3. If you include fringe benefits, provide the rate used to determine the fringe benefit for each employee (for example, social security rate equals 7.65 percent of gross salary). Fringe benefits include only what is paid by the local unit on behalf of the employee (see Exhibit A).

Administrative salaries and wages, including the costs associated with management of the grant, are not eligible for reimbursement. Construction management is not reimbursable, as they are not a prime professional.

Equipment:
If you use equipment you own, you must submit the following information (see Exhibit B):

1. Date(s) of use.
2. Equipment number, if applicable.
3. Type of equipment.
4. The Michigan Department of Transportation equipment number. The MDOT equipment number can be obtained from the MDOT Equipment Rental Rates, Schedule C, Report 375 booklet for the year in which the equipment was used. (This booklet can be obtained from the Michigan Department of Transportation, Maintenance Division, 6333 Old Lansing Road, Lansing, MI 48917; 517-322-3303) (or from the MDOT website).
5. The rate charged for the equipment. Reimbursement for equipment usage will not exceed the rates published in the MDOT Equipment Rental Rates booklet.
6. The number of hours used.
7. The total cost for the equipment.

DOCUMENTING DONATIONS
Specific procedures for placing the value on donations from private organizations and individuals are set forth below:

1. Valuation of Volunteer Services: Volunteer services may be furnished by professional and technical personnel, consultants and other skilled and unskilled labor. Each hour of volunteered service may be counted as match if the service is an integral and necessary part of the project. Records of volunteer services submitted with a reimbursement request must include time sheets containing the signatures of the person whose time is contributed and of the supervisor verifying that the record is accurate.

   Volunteer time must 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 constructing 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.
2. **Valuation of Materials:** Prices assessed to donated materials should be reasonable and should not exceed current market prices at the time they are charged to the project. Records of material donations included with a reimbursement request must indicate the fair market value by listing comparable prices and vendors.

3. **Valuation of Donated Equipment:** The hourly rate for donated equipment used on a project shall not exceed its fair-rental value. Hourly rates in the annual edition of *Rental Compilation, Rental Rate Guide*, or similar publications that provide the national or regional average rates for construction equipment may be used. Such publications are usually available from contractor associations. Records of equipment donations included with a reimbursement request must include schedules showing the hours and dates of use and the signature of the operator of the equipment, similar to Exhibit B.

### Exhibit A: Report of Force Account Payroll

Salary: Payroll ending 8/5/2004:

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Annual Salary</th>
<th>Hours Worked on Project/Hourly Rate</th>
<th>Salary Costs Charged to Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blair, John</td>
<td>Laborer</td>
<td>$19,800/yr</td>
<td>8 hrs. @ $ 9.54 =</td>
<td>$ 76.32</td>
</tr>
<tr>
<td>Bratonia, Steve</td>
<td>Laborer</td>
<td>$19,800/yr</td>
<td>8 hrs. @ $ 9.54 =</td>
<td>$ 76.32</td>
</tr>
<tr>
<td>Kennedy, Mike</td>
<td>Apprentice Lineman</td>
<td>$19,600/yr</td>
<td>5 hrs. @ $ 9.46 =</td>
<td>$ 47.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>TOTAL SALARIES</strong> $199.94</td>
</tr>
</tbody>
</table>

Fringe Benefits

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Rate Used to Determine Benefit</th>
<th>Total Amount Charged to Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security</td>
<td>7.65% of gross pay</td>
<td>$XXXX</td>
</tr>
<tr>
<td>Retirement</td>
<td>XXXX</td>
<td>$XXXX</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>XXXX</td>
<td>$XXXX</td>
</tr>
<tr>
<td><strong>TOTAL FRINGE BENEFITS</strong></td>
<td>$XXXX</td>
<td></td>
</tr>
</tbody>
</table>

### Exhibit B: Report of Equipment Usage

<table>
<thead>
<tr>
<th>Date</th>
<th>Equipment Number</th>
<th>Equipment Type</th>
<th>Hourly Rate</th>
<th>Hours</th>
<th>Total Charged to Project</th>
<th>MDOT#</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 3, 2004</td>
<td>18</td>
<td>1989 Hough Front End Loader</td>
<td>$41.90</td>
<td>4</td>
<td>$167.60</td>
<td>96.006</td>
</tr>
<tr>
<td>June 3-5, 2004</td>
<td>20</td>
<td>International Backhoe</td>
<td>$36.96</td>
<td>5</td>
<td>$184.80</td>
<td>47.405</td>
</tr>
<tr>
<td>June 3-5, 2004</td>
<td>31</td>
<td>1990 Hough Front End Loader</td>
<td>$41.90</td>
<td>8</td>
<td>$335.20</td>
<td>96.006</td>
</tr>
<tr>
<td>June 3-5, 2004</td>
<td>36</td>
<td>1991 Ford Dump Truck</td>
<td>$17.88</td>
<td>4</td>
<td>$ 71.52</td>
<td>12.304</td>
</tr>
<tr>
<td><strong>TOTAL EQUIPMENT</strong></td>
<td><strong>$774.10</strong></td>
<td><strong>$774.10</strong></td>
<td><strong>$774.10</strong></td>
<td><strong>$774.10</strong></td>
<td><strong>$774.10</strong></td>
<td><strong>$774.10</strong></td>
</tr>
</tbody>
</table>

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The Authorized Official can initiate the financial request document.

**PLEASE NOTE** – These steps will create a Local Financial Request document. Once it has been created, you will have a document number that is exclusive to this Local Financial Request document. It will be in a format similar to this – RR-TF16-0001-00009. If you leave this page and want to get back, after you log in, you can click on the blue “My Reimbursements” tab and search for the document.

These steps need to be followed for each new reimbursement request.

1. Authorized Official log into MiRecGrants.
2. Click on the blue “My Grants” tab and search for the grant you want to work on.
3. Click on the grant name (ex TF16-0001).
4. Click on or hover over “Related Documents and Messages”.
5. The Authorized Official will have the option to click on “Initiate a/an Local Financial Request” (it will also include the corresponding year for that project. If you have a 2016 project, it will in end 2016).
6. Click on “Reimbursement Request Type Selection”.
7. Select either Partial Reimbursement, Final Reimbursement, or Final Payment. Save the page.

Please refer to one of the following sections for the next steps – Partial Reimbursement, Final Reimbursement or Final Payment.

**SUBMITTING A PARTIAL REIMBURSEMENT**

After following steps 1-7 above and choosing the partial reimbursement option, any agency staff or consultants added to the document can upload the required information.

The following pages will be required to be completed.

- **Development Reimbursement Request (Partial)** – Complete all required fields. Each expense will have its own page. Tips for working on this page:
  - New required fields may generate depending on what type of Expense Documentation you have.
  - If you select ‘Yes’ for contractual expenses, the system will pull in your previously approved contractors. You will need to check the box under ‘Selected Contractor’ and also complete the field titled ‘Invoiced Scope Item(s)’.
  - Once the page has been successfully saved without any system errors, use the ADD button to generate a new, blank Development Reimbursement Request Details page.
  - If you accidently generate too many, you also have a DELETE button.
  - If you have multiple pages, you will see a drop-down box. This will allow you to navigate to the different pages. This drop-down menu will have the date of the invoice. Once you have selected the date, hit the GO button and it will take you to that page.
o Reimbursement Summary – This page will auto save once it has been loaded. The TOTAL REIMBURSEMENT AMOUNT will be $0 until DNR has reviewed the payment.

o Authorized Official Certification – Once the pages above have been completed, the Authorized Official can check the box on this page and save it to certify the reimbursement.

o Engineer Certification – If you don’t have an Engineer or an approval isn’t required from them on this Financial Request, you can contact DNR to allow you to submit without an Engineer Certification.

o Miscellaneous Uploads – this page is NOT required but available if you do need to upload further documentation.

The Authorized Official will change the status to Submit Reimbursement Request. DNR has now received the submission and will review it.

**FINAL REIMBURSEMENT REQUESTS**

In addition to the expenditure documentation required for all reimbursement requests as listed above, final reimbursement requests must also include:

2. Certification of Final Electrical and/or Plumbing Inspection for projects, where applicable.
3. Other local certifications or approvals needed to confirm the project meets applicable standards.
4. A photo of the installed LWCF, MNRTF or RP plaque. These permanent recognition signs must be installed in a prominent place where they can easily be viewed by the public. Please go to Grants Management’s website for information on ordering your sign. **Be sure you order the correct LWCF/MNRTF plaque for the grant program that funded your project. Please contact the DNR about your RP plaque.**
5. A one-page “as constructed” site plan no larger than 11” x 17”. This site plan should include the location of each completed scope item as well as the location of the park (see example in Appendix I).
6. A copy of the recorded “Declaration and Notice” for LWCF and MNRTF projects (see Appendix K) with boundary map attached.
7. “Final Compliance Onsite Inspection Report”.
8. Photographs of all scope items.

Final reimbursement requests should be marked as “final” and submitted once all construction has been completed and all payments to contractors and suppliers have been made and documented but no later than the date specified in the Project Agreement (90 days after end of the project period). By submitting the final reimbursement request, you are signaling to the DNR that the project is complete.

**SUBMITTING A FINAL REIMBURSEMENT**

After following steps 1-7 above and choosing final reimbursement option, any agency staff or consultants added to the document can upload the required information. Final reimbursement requests should be submitted once all construction has been completed and all payments to contractors and suppliers have been made and documented but no later than the date specified in the Project Agreement (90 days after end of the project period). By submitting the final reimbursement request, you are signaling to the DNR that the project is complete.
The following pages will now be required to be completed and saved.

- **Project Close-Out Documents** – In addition to the expenditure documentation required for all reimbursement requests as listed above, final reimbursement requests must also include:
  - Final Compliance Onsite Inspection Form
  - A photo of the installed LWCF, MNRTF or RP plaque. These permanent recognition signs must be installed in a prominent place where they can easily be viewed by the public. Please go to Grants Management’s website for information on ordering your sign. Be sure you order the correct LWCF/MNRTF plaque for the grant program that funded your project. Please contact the DNR about your RP plaque.
  - Photographs of all scope items.
  - A one-page “as constructed” site plan no larger than 11” x 17”. This site plan should include the location of each completed scope item as well as the location of the park (see example in Appendix I).
  - Certification of Final Electrical and/or Plumbing Inspection for projects, where applicable.
  - Copy of Certificate of Occupancy for public buildings.
  - A copy of the recorded “Declaration and Notice” for LWCF and MNRTF projects (see Appendix K) with boundary map attached.

- **Development Reimbursement Request (Final)** – Complete all required fields. Each expense will have its own page. Tips for working on this page:
  - New required fields may generate depending on what type of Expense Documentation you have.
  - If you select ‘Yes’ for contractual expenses, the system will pull in your previously approved contractors. You will need to check the box under ‘Selected Contractor’ and also complete the field titled ‘Invoiced Scope Item(s)’.
  - Once the page has been successfully saved without any system errors, use the ADD button to generate a new, blank Development Reimbursement Request Details page.
  - If you accidentally generate too many, you also have a DELETE button.
  - If you have multiple pages, you will see a drop-down box. This will allow you to navigate to the different pages. This drop-down menu will have the date of the invoice. Once you have selected the date, hit the GO button and it will take you to that page.

- **Reimbursement Summary** – This page will auto save once it has been loaded. The TOTAL REIMBURSEMENT AMOUNT will be $0 until DNR has reviewed the payment.

- **Authorized Official Certification** – Once the pages above have been completed, the Authorized Official can check the box on this page and save it to certify the reimbursement.

- **Engineer Certification** – If you don’t have an Engineer or an approval isn’t required from them on this Financial Request, you can contact DNR to allow you to submit without an Engineer Certification.

- **Miscellaneous Uploads** – this page is NOT required but available if you do need to upload further documentation.

The Authorized Official will change the status to Submit Reimbursement Request. DNR has now received the submission and will review it.
**SUBMITTING A FINAL PAYMENT**

After following steps 1-7 above and choosing the final payment option, any agency staff or consultants added to the document can upload the required information. This is the final step to close out the project. This option should be used when there are no more expenses to submit for reimbursement.

- **Project Close-Out Documents** – In addition to the expenditure documentation required for all reimbursement requests as listed above, final reimbursement requests must also include:
  - Final Compliance Onsite Inspection Form
  - A photo of the installed LWCF, MNRTF or RP plaque. These permanent recognition signs must be installed in a prominent place where they can easily be viewed by the public. Please go to Grants Management’s website for information on ordering your sign. Be sure you order the correct LWCF/MNRTF plaque for the grant program that funded your project. Please contact the DNR about your RP plaque.
  - Photographs of all scope items.
  - A one-page “as constructed” site plan no larger than 11” x 17”. This site plan should include the location of each completed scope item as well as the location of the park (see example in Appendix I).
  - Certification of Final Electrical and/or Plumbing Inspection for projects, where applicable.
  - Copy of Certificate of Occupancy for public buildings.
  - A copy of the recorded “Declaration and Notice” for LWCF and MNRTF projects (see Appendix K) with boundary map attached.

- **Reimbursement Summary** – This page will auto save once it has been loaded. The TOTAL REIMBURSEMENT AMOUNT will be $0 until DNR has reviewed the payment.

- **Authorized Official Certification** – Once the pages above have been completed, the Authorized Official can check the box on this page and save it to certify the reimbursement.

- **Engineer Certification** – If you don’t have an Engineer or an approval isn’t required from them on this Financial Request, you can contact DNR to allow you to submit without an Engineer Certification.

- **Miscellaneous Uploads** – this page is NOT required but available if you do need to upload further documentation.

The Authorized Official will change the status to Submit Reimbursement Request. DNR has now received the submission and will review it.

**INSPECTION AND AUDIT**

The grantee’s Prime Professional must inspect the completed project and submit the Final Compliance Onsite Inspection Report with original signatures to DNR before audit by the DNR’s Finance and Operations Division and final payment is made. If problems are identified as a result of the final inspection, you will be given 90 days from the date of written notification to correct the deficiencies. You are solely responsible for bearing these costs (See examples in Appendix J).

**DNR REPORTING OF FISCAL YEAR EXPENDITURES**

The DNR is required by law to report all expenditures within each fiscal year, which ends on September 30th. For you, this means that in mid-August you will receive an email and MiRecGrants notification from us requesting one of the following:

- A completed reimbursement request for all expenditures not reported to date. Unlike our usual procedures, for this request only we require that you also include those expenditures for which you have not yet received a canceled check. Instead, include a non-negotiable copy of the check. You will still be required to submit copies of the canceled checks once you receive them.

- A letter from you listing estimated expenditures since the beginning of the fiscal year (or your last reimbursement request) through September 30th of the current year. You will not receive payment based on this submittal.
In addition to the above, we will also request a brief status report on your project. This report should include the following information:

- A brief summary of the work accomplished to date;
- A brief statement that provides the current status of each of the project facilities (e.g., plans and specifications under development, contract pending, under construction, complete, etc.) and when you expect to complete each of them;

A revised implementation schedule if the project schedule has strayed significantly from the implementation schedule submitted with the project plans and specifications.

**SECTION 7: POST-PROJECT COMPLETION OBLIGATION AND PROGRAM RECOGNITION**

Your obligations under your development grant do not end with final reimbursement and close-out of the financial portion of the grant. Grantees have long-term obligations that pertain to both the facilities developed with grant assistance and the project area encumbered by the Project Agreement. Your obligations regarding facilities endure for the life of the facilities. Obligations regarding the project area endure in perpetuity for LWCF and MNRTF and for the life of the facilities for RP.

These long-term obligations include, but are not limited to:

- Maintenance of the project area and facilities, so they are attractive, inviting and safe.
- Management of the area and facilities in compliance with all applicable laws and regulations.
- Keeping the project area/facilities open and accessible for public use at all appropriate times, based on the type of facilities. Full or partial closure of the project area or facilities to public use is a significant violation of the grantee’s obligations under the Project Agreement. Extended, temporary closures for renovation or other purposes may be acceptable but should be approved by the DNR before being implemented.
- Not instituting membership or annual permit systems. Differences in admission and other fees may be instituted on the basis of residence, but nonresident fees cannot exceed twice the amount charged to residents.
- Reservations for campsites, marinas or other similar facilities encumbered under LWCF, MNRTF and RP must be open for reservation by the public. Seasonal reservations are limited to 25% unless otherwise approved by the DNR. Reservation policy must be provided to the DNR.
- Keeping the project area in public outdoor recreation use in perpetuity. Adding any non-recreation facility to the project area, including other government buildings (such as libraries or fire stations) and utility structures (including cellular towers) is considered a conversion of the project area to non-recreation use. Conversion of park areas developed with grant assistance is strongly discouraged. Conversions require prior DNR approval and the implementation of specific mitigation measures as approved by the DNR and, as appropriate, by the MNRTF Board of Trustees, for LWCF projects, by the National Park Service and for RP projects, by the DNR Director. Mitigation measures normally include a requirement to replace the parkland with new parkland of equal or greater recreational or natural resource value and of equal or greater monetary value. Unresolved conversion will negatively affect recreational grant applications.
- Obtaining DNR approval and, for LWCF projects, National Park Service approval to discontinue operation of any grant-assisted project facilities prior to or at the end of their useful life.
- Obtaining DNR approval to make any significant change to the type of recreation provided for at the site. For example, if a grant was awarded for a site that was presented in the grant application as a passive recreation area with limited development, prior DNR approval must be sought if the site is to be changed over to an intensely developed active recreation area.

The DNR will perform periodic formal and informal inspections of the project area and facilities to determine compliance with the grantee’s long-term obligations. You will be notified of any problems identified and will be asked to address them within a reasonable timeframe. You are obligated to comply with long-term obligations even in the absence of a DNR post-completion inspection process. Failure to comply with long-term obligations
is a violation of the terms of your Project Agreement and will require mitigation. In addition, failure to comply with post-completion obligations will negatively impact your ability to compete for future recreation grants. Post-Completion Self Certification Reports are required to be updated with the submittal of a community’s 5-Year Recreation Plan.

It is not uncommon for a park to receive DNR grant assistance under a number of grant programs, including LWCF, MNRTF, RP, the 1988 Recreation Bond Fund program and the CMI-Recreation Bond Fund program; therefore, the grantee’s long-term obligations at the site may be governed by more than one project agreement. A community should make sure they are aware of all grant obligations before implementing a change.

Any questions regarding post-completion obligations should be directed to your Grant Coordinator.

**PROGRAM RECOGNITION**

Providing recognition for the program that funded the project is essential to the future success of the program. With that in mind, grantees are required to conduct a dedication/ribbon-cutting ceremony as soon as possible after the project has been completed. Notification to the local press and citizens should be completed prior to the ceremony. The grantee must notify DNR Grants Management in writing at least 30 days prior to the ceremony indicating date, time and location of ceremony.

Providing program acknowledgement through signs, plaques, and written materials helps local residents and visitors to the community see the benefits of these programs and their long-term importance to Michigan's recreation estate. They also serve as a long-term reminder to future local officials that certain parks have grant obligations. Grantees are encouraged to acknowledge the role of the appropriate recreation grant program in written materials published throughout the life of the project. Program recognition language can be included in materials such as park brochures and maps, press releases, grand opening announcements, park posters, interpretative signs, displays and annual reports. Significant correspondence with the public or State or local officials, including legislators, might also recognize the contribution of grant programs when the primary focus of the letter is to provide promotional or informational material about the park/project site. Both materials specific to the grant-funded facility as well as written materials about the community's overall recreational programs can include acknowledgement of the programs.

Incorporating program recognition language into written materials is a long-term activity. You are not required to publish new or additional materials, but we strongly encourage you to add program recognition language to your parks and recreation publications as they are updated and reprinted. When you do include recognition of grant assistance in your park literature, we ask that you send copies to your Grant Coordinator for inclusion in the project file.

For projects funded with LWCF, signs (not including program recognition plaques), brochures or website must contain the following required non-discrimination statement:

This program receives Federal financial assistance from the National Park Service. Under Title VI of the 1964 Civil Rights Act, the Architectural Barriers Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, sex, or disability.

If you believe that you have been discriminated against in any program, activity, or facility, or if you need more information, please write to:

EEO Program Manager  
U.S. Department of the  
Interior National Park  
Service  
1849 C Street, NW (Org Code  
0008) Washington, D.C. 20240
APPENDICES

A. Map of Grant Coordinators’ Regional Assignments

B. Example of a Boundary Map for Executing a Project Agreement

C. Example of a Resolution from a Local Governing Body Accepting a Grant

D. Example of a Resolution from a Local Governing Body Accepting a Grant with Other Grants or Donated Funds

E. Example of a Project Implementation Schedule

F. Development Reimbursement Request Form (PR1919)

G. Example of a Canceled Check

H. Example of an Invoice

I. Example of a Contractor’s Application and Certification for Payment Form

J. Example of an “As Constructed” Site Plan

K. Example of Final Compliance Onsite Inspection Report Form

L. Example of Declaration and Notice

Bolded items (forms) are available on the Grants website, www.michigan.gov/dnr-grants.
Michigan Department of Natural Resources

RECREATION GRANT COORDINATORS
REGIONAL ASSIGNMENTS

APPENDIX A: MAP OF GRANT COORDINATORS’ REGIONAL ASSIGNMENTS

<table>
<thead>
<tr>
<th>REGIONS</th>
<th>GRANT COORDINATOR</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 10</td>
<td>Merrie Carlock</td>
<td>(517) 284-5931</td>
<td><a href="mailto:carlockm@michigan.gov">carlockm@michigan.gov</a></td>
</tr>
<tr>
<td>2 &amp; 4</td>
<td>Tamara Jorkasky</td>
<td>(517) 284-5948</td>
<td><a href="mailto:jorkaskyt@michigan.gov">jorkaskyt@michigan.gov</a></td>
</tr>
<tr>
<td>3, 5 &amp; 6</td>
<td>Lindsay Ross</td>
<td>(517) 284-5916</td>
<td><a href="mailto:rossl7@michigan.gov">rossl7@michigan.gov</a></td>
</tr>
<tr>
<td>7, 8 &amp; 9</td>
<td>Erin Campbell</td>
<td>(517) 284-5957</td>
<td><a href="mailto:campbelle6@michigan.gov">campbelle6@michigan.gov</a></td>
</tr>
</tbody>
</table>

Additional Grants Management Contacts

Dan Lord, Section Manager, 517-290-5603, lordd1@michigan.gov
Rachel Schumaker, Assistant to the Section Manager and MNRTF Board Secretary, (517) 284-7268, schumakerr@michigan.gov
Jon Mayes, Unit Manager, Recreation Grants, (517) 284-5954, mavesi@michigan.gov
Christie Bayus, Program Manager, LWCF/Marine Safety/Recreation Passport Programs, (517) 284-5923, bayusc@michigan.gov
Kammy Frayre, Program Manager, Invasive Species/Clean Vessel Act Grant Programs and Conversions Officer, (517) 284-5970, frayrek1@michigan.gov
Michelle Ballard, Grants Payment Officer, LWCF/Aquatic Habitat/Dam Management Programs, (517) 284-5974, ballardm3@michigan.gov
Lance Brooks, Grants Payment Officer and MiRecGrants Analyst, Wildlife Habitat/Marine Safety/Recreation Passport/Invasive Species Grant Programs, (517) 284-5971, brooksl@michigan.gov
Chip Kosloski, Program Manager, Dam Management, Aquatic Habitat, Wildlife Habitat Grant Programs, (517) 284-5965, kosloskic3@michigan.gov
Michael Chuff, Financial Analyst, MNRTF, (517) 284-5951, chuffm@michigan.gov
APPENDIX B: EXAMPLE OF BOUNDARY MAP FOR EXECUTING A PROJECT AGREEMENT

1) Boundary Map
2) Veteran's Memorial Park

6) Main Street

4) Residential
5) Proposed Playground

MICHIGAN AVENUE

4) Commercial

3) Signature of Authorized Individual

Date

1) Identify Map as Boundary Map
2) Title of project
3) Signature and date of authorized individual
4) Surrounding land uses:
5) Clearly indicate the boundary of the park in RED.
6) Indicate adjoining street names
7) If applicable, identify any pre-existing indoor facilities that do not support outdoor recreation and exclude from boundary
8) North arrow
9) Identify all existing and proposed development
10) Dimensions
APPENDIX C: EXAMPLE OF RESOLUTION FROM LOCAL GOVERNING BODY ACCEPTING A GRANT

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

“RESOLVED, that the ______________________________, Michigan, does hereby accept the terms of the Agreement for (insert grant number here) as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the ______________________________ does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide ______________________________ ($_____________) dollars to match the grant authorized by the DEPARTMENT.

2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.

3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.

4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

The following aye votes were recorded: ____________
The following nay votes were recorded: ____________

STATE OF MICHIGAN )
 ) ss
COUNTY OF ____________ )

I, ______________________________, Clerk of the ______________________________, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the ______________________________ at a meeting held ________________.

________________________________________
Signature

________________________________________
Title

________________________________________
Dated
APPENDIX D: EXAMPLE RESOLUTION FROM A LOCAL GOVERNING BODY ACCEPTING A GRANT WITH OTHER GRANTS OR DONATED FUNDS

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

RESOLOVED, that the _________________________________, Michigan, does hereby accept the terms of the Project Agreement for (Project Name and Number ______________) as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the ____________________________ does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide local match funds totaling ____________________________($ __________) dollars to match the grant authorized by the DEPARTMENT.

   WHEREAS, the applicant commits said local match from its own resources and additional confirmed funds from the following sources:

   _______________________________ (list agency/organization) $___________ (amount)
   _______________________________ (list agency/organization) $___________ (amount)

2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.

3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.

4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

The following aye votes were recorded: ____________________
The following nay votes were recorded: ____________________

STATE OF MICHIGAN )
   ) ss
COUNTY OF ________________ )

I, _____________________, Clerk of the ________________________________, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Project Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the ____________________________, at a meeting held _________________________.

Signature Title Dated:
**APPENDIX E: EXAMPLE OF PROJECT IMPLEMENTATION SCHEDULE**

*Project #:* TFXX-XXX  *Project Title:* Local Park Improvements  *Grantee:* Park City  *Date schedule was prepared/updated:* October 1, 2007

*Project Completion Period (from Project Agreement):* September 1, 2007 to September 30, 2009

*Final Reimbursement Request Deadline (from Project Agreement):* December 30, 2009

<table>
<thead>
<tr>
<th>SCOPE ITEM</th>
<th>Complete Plans and Specifications and Submit to DNR for Approval</th>
<th>Secure Permits</th>
<th>Advertise for Bids/Quotes (1)</th>
<th>Award Construction and Purchase Contracts and Notify DNR of Contractor/Vendor Selection</th>
<th>Begin Construction/Procurement (2)</th>
<th>Complete Construction/Procurement (3)</th>
<th>Submit Reimbursement Request to DNR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PHASE 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Picnic Shelter</td>
<td>October 2007</td>
<td>November 2007</td>
<td>February 2008</td>
<td>March 2008</td>
<td>June 2008</td>
<td></td>
<td>October 2008 (First Request)</td>
</tr>
<tr>
<td>Picnic Tables</td>
<td>October 2007</td>
<td></td>
<td>April 2008 (note: &lt; $10,000, will be done through three written quotes)</td>
<td>May 2008 (note: &lt; $10,000, will select from three written quotes)</td>
<td>June 2008</td>
<td>June 2008</td>
<td></td>
</tr>
<tr>
<td><strong>PHASE 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Restroom Building</td>
<td>January 2008</td>
<td>February 2008</td>
<td>Spring 2008</td>
<td>Early Fall 2008</td>
<td>Spring 2009 (Note: includes securing local building inspection certificates and approvals)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) Upon DNR Approval of Plans and Specifications
(2) and (3) Weather Permitting

---

1 Any format, including charts, graphic timelines and narrative reports is acceptable if schedule includes the same type of information as shown in this example.
## Section 1 Project Information

<table>
<thead>
<tr>
<th>DNR Project No. (i.e., TPXX-XXX, 26-XXXXX, RPXX-XXX)</th>
<th>Project Title</th>
<th>Vendor # (required for payment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee</td>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Contact Telephone</td>
<td></td>
</tr>
<tr>
<td>City, State, ZIP, County</td>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

### Request No: (1, 2, 3, etc.)

- [ ] Partial
- [ ] Final

All work must be completed, and the Grantee must submit the following:
- Final Compliance Onsite Inspection Form
- Picture(s) of installed plaque
- Picture(s) of scope item(s)
- Certificate of Final Inspection (electrical, plumbing, etc.), if applicable
- Certificate of Occupancy for public buildings & structures (including picnic pavilions and gazebos), if applicable
- Copy of Recorded Declaration and Notice (Trust Fund & Land and Water Conservation Grants Only)
- A one page “as constructed” site plan.

## Section 2 Expenditure Detail

| A. Total Expenditures on Previous Requests | $ |
| B. Total Expenditures This Request       | $ |
| C. Total Expenditures to Date (2A + 2B, should include all expenditures against project) | $ |
| D. Fund Amount Requested (% of Expenditures Specified in Project Agreement X B) | $ |

## Section 3 Disbursement Detail

For all copies of all documentation, payment requests should include documentation and the required signatures.

<table>
<thead>
<tr>
<th>Date of Check</th>
<th>Check No.</th>
<th>Invoice Amount</th>
<th>Vendor Name (Check Issued To)</th>
<th>Project Scope Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Section 4 Grantee Certification

I hereby certify that the information is complete and accurate and all expenditures for which reimbursement is requested are for eligible scope items as defined in the Project Agreement for the above project, and that all expenditures have been made during the project period as listed in the Project Agreement, and are identified and filed according to accounting procedures set forth by the Michigan Department of Natural Resources. I also certify that contractors listed were selected according to the procedures outlined in the Development Project Procedures booklet.

Grantee's Signature: ____________________________
Date: ____________

## Section 5 Professional Certification

I hereby certify that the plans and specifications for the above project were developed in accordance with the procedures set forth by the Michigan Department of Natural Resources and that all work and materials for which payment is requested conform to those plans and specifications and have been inspected by me or by a qualified person under my supervision. If this is a final request for reimbursement, I further certify that I have inspected all materials or items purchased as part of this project and the assembly and installation of these materials/items and found them to be satisfactory.

Signature of Prime Professional: ____________________________
Title: ____________________________
Registration No. & Issuing State: ____________________________
Date: ____________

Signature - Other Professional (as required): ____________________________
Title: ____________________________
Registration No. & Issuing State: ____________________________
Date: ____________

## Section 6 For DNR Use Only Audit and Certification

| Grant Amount | $ __________________ |
| Less Previous Payments | (__________________ |
| Total Expenditures This Request | $ __________________ |
| Less Ineligible Costs or Reductions | (__________________ |
| _____% of Adjusted Expenditures | __________________ |
| Less Audit Amount 10% (20% for “First & Final”) | (__________________ |

Payments will not be processed without expenditure documentation and the required signatures. Return this completed request along with two (2) copies of all attachments to:

Grants Management
Michigan Department of Natural Resources
PO Box 30425
Lansing MI 48909-7925
### APPENDIX H: EXAMPLE OF INVOICE

**Central Michigan Lumber**

**ST. JOHNS**
(517) 224-2358

**LANSONG**
(517) 322-0771

**MT. PLEASANT**
(517) 773-3011

**LAPEER**
(313) 667-2822

**KAWKAVLIN**
(517) 667-0511

**GRAND RAPIDS**
(616) 538-5308

**TH NO.**
-3

**SOLD TO:**
SHIP TO: (SAME AS SOLD TO UNLESS SHOWN BELOW)
NATURE CENTER - MAIN BLDG
004-490573

**INVOICE NO.**

**INVOICE DATE**
09:13AM 29FEB96

---

**TAX ID:**

---

**CUSTOMER ORDER NO.**
6101300909AR BEAR

**CHARGE**
$78 STEVE McMAHON

**DATE PROD:**
29FEB96 01/01

**PAGE**
1

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ITEM NO.</th>
<th>UNITS</th>
<th>PRICE/UNIT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SET OF JOB TRUSSES</td>
<td>80950</td>
<td>1.0</td>
<td>6700.00/EACH</td>
<td>6,700.00</td>
</tr>
</tbody>
</table>

---

**"Your Project Partner"**

---

**RECEIVED THE ABOVE IN GOOD CONDITION:**
X
APPENDIX I: EXAMPLE OF CONTRACTOR’S APPLICATION AND CERTIFICATE FOR PAYMENT

APPLICATION AND CERTIFICATE FOR PAYMENT

<table>
<thead>
<tr>
<th>TO OWNER:</th>
<th>PROJECT: Balance Tank &amp; Recirculation Pump Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM CONTRACTOR:</td>
<td>VIA ARCHITECT:</td>
</tr>
</tbody>
</table>

**CONTRACTOR’S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. **ORIGINAL CONTRACT SUM** | $58,045.00
2. Net change by Change Orders | $12,980.00
3. **CONTRACT SUM TO DATE** (Line 1 + 2) | $45,065.00
4. **TOTAL COMPLETED & STORED TO DATE** | $45,065.00
   (Column G on G703)
5. **RETAIANCE:**
   a. **% of Completed Work** (Columns D + E on G703) | $4,506.50
   b. **% of Stored Material** (Column F on G703)
   Total Retainage (Line 5a + 5b or Column G on G703) | $4,506.50

6. **TOTAL EARNED LESS RETAINAGE** (Line 4 less Line 5 total) | $40,558.50
7. **LESS PREVIOUS CERTIFICATES FOR PAYMENT** (Line 6 from prior Certificate) | $0
8. **CURRENT PAYMENT DUE** | $40,558.50
9. **BALANCE TO FINISH, INCLUDING RETAINAGE** (Line 5 less Line 6) | $4,506.50

**CHANGE ORDER SUMMARY**

<table>
<thead>
<tr>
<th>TOTAL CHANGES APPROVED IN PREVIOUS MONTHS BY OWNER</th>
<th>ADDITIONS</th>
<th>DEDUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL APPROVED THIS MONTH</td>
<td>TOTALS</td>
<td></td>
</tr>
</tbody>
</table>

The undersigned Contractor certifies that to the best of the Contractor’s knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is due.

**ARCHITECT’S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect’s knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** | $40,558.50

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

**ARCHITECT**

By: __________________________ Date: 5/31/94

State of: MICHIGAN
County of: OAKLAND
Subscribed and sworn to before me this 31 day of May, 1994

Notary Public:
My Commission expires: 3-25-95

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF WORK</th>
<th>A. SCHEDULED VALUE</th>
<th>B. WORKED ON PREVIOUS APPLICATION (D+E)</th>
<th>C. WORKED ON THIS PERIOD</th>
<th>D. MATERIALS STORED (NOT IN D OR E)</th>
<th>E. TOTAL COMPLETED AND STORED TO DATE (D+E+F)</th>
<th>F. % (G ÷ C)</th>
<th>G. BALANCE TO FINISH (C-G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Removal of existing balance tank; install new</td>
<td>34,800.00</td>
<td>34,800.00</td>
<td>----</td>
<td>34,800.00</td>
<td>100%</td>
<td>3,480.00</td>
<td>3,480.00</td>
</tr>
<tr>
<td>2</td>
<td>Automatic Water Level Controller</td>
<td>1,850.00</td>
<td>1,850.00</td>
<td>----</td>
<td>1,850.00</td>
<td>100%</td>
<td>185.00</td>
<td>185.00</td>
</tr>
<tr>
<td>3</td>
<td>Surge Weirs</td>
<td>4,950.00</td>
<td>4,950.00</td>
<td>----</td>
<td>4,950.00</td>
<td>100%</td>
<td>495.00</td>
<td>495.00</td>
</tr>
<tr>
<td>4</td>
<td>ADDITIONAL TO CONTRACT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Weir</td>
<td>3,465.00</td>
<td>3,465.00</td>
<td>----</td>
<td>3,465.00</td>
<td>100%</td>
<td>346.50</td>
<td>346.50</td>
</tr>
<tr>
<td></td>
<td>Pre cast concrete balance tank</td>
<td>N/C</td>
<td>N/C</td>
<td>----</td>
<td>N/C</td>
<td>100%</td>
<td>N/C</td>
<td>N/C</td>
</tr>
</tbody>
</table>

**Total:**

<table>
<thead>
<tr>
<th>A. SCHEDULED VALUE</th>
<th>B. WORKED ON PREVIOUS APPLICATION (D+E)</th>
<th>C. WORKED ON THIS PERIOD</th>
<th>D. MATERIALS STORED (NOT IN D OR E)</th>
<th>E. TOTAL COMPLETED AND STORED TO DATE (D+E+F)</th>
<th>F. % (G ÷ C)</th>
<th>G. BALANCE TO FINISH (C-G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>45,065.00</td>
<td>45,065.00</td>
<td>45,065.00</td>
<td>45,065.00</td>
<td>100%</td>
<td>4,506.50</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX J: EXAMPLE OF “AS CONSTRUCTED” SITE PLAN
### Appendix K Example of Final Compliance Onsite Inspection Report

- **Michigan Department of Natural Resources - Grants Management**
- **Land and Water Conservation Fund (LWCF)**
- **Michigan Natural Resources Trust Fund (MNRTF)**
- **Recreation Passport (RP)**

**Final Compliance Onsite Inspection Report**

Required by authority of the Michigan Department of Natural Resources.

---

<table>
<thead>
<tr>
<th>Grantee</th>
<th>Grant Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Name</td>
<td>Grant Expiration Date</td>
</tr>
</tbody>
</table>

**Findings:** When applicable, elaborate on responses and provide any additional comments deemed appropriate, including required actions (attach additional sheets if necessary):

1. Is the completed work in conformance with the grant agreement and applicable amendments?  
   - □ YES  □ NO, If “NO”, explain:

2. Is the workmanship satisfactory?  
   - □ YES  □ NO, If “NO”, explain:

3. Were precautions taken to assure protection of the natural features of the site?  
   - □ N/A (not applicable), □ YES  □ NO, If “NO”, explain:

4. Is the site in conformance with Accessibility Standards? (as indicated on the Checklist for Submission of Plans, Specifications and Bid Documents for Recreation Grant Development Project, PR1911)  
   - □ N/A (not applicable), □ YES  □ NO, If “NO”, explain:

5. Is the site in conformance with universal design principles, if applicable?  
   - □ N/A (not applicable), □ YES  □ NO, If “NO”, explain:

6. Are there health and/or safety hazards on or near the site?  
   - □ YES  □ NO, If “YES”, explain:

7. Have approved boundaries remained intact, as agreed upon in the project agreement?  
   - □ YES  □ NO, If “NO”, explain:

8. Are there indications of vandalism or other deterioration?  
   - □ YES  □ NO, If “YES”, explain:

9. Is the required MNRTF signage in place in accordance with grant agreement conditions?  
   - □ YES  □ NO, If “NO”, explain:

   Where are the sign(s) located?   

---

PR1905E (Rev. 12/21/2016)
10. Is the facility accessible to the people it was designed to serve? □ YES □ NO, If “NO”, explain:

11. List scope items below and check if completed. □ YES □ NO, If “NO”, explain:

<table>
<thead>
<tr>
<th>SPECIFIC COMPONENTS OF PROJECT AGREEMENT</th>
<th>SATISFACTORILY COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. _________________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>2. _________________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>3. _________________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>4. _________________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>5. _________________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>6. _________________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>7. _________________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>8. _________________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>9. _________________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>10. _________________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>11. _________________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>12. _________________________________</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

Attach photographs of the completed scope items, installed picture of the sign, and the as-built site plan.

Grantee Representative Name __________________________ Title __________________________

Grantee Representative Signature __________________________ Date __________________________

Prime Professionals Name __________________________ Title __________________________

Prime Professional Signature __________________________ Inspection Date __________________________

Names of Other Person(s) Involved In This Inspection __________________________

Please return this completed Report to:
MNRTF Grant Payment Officer
Grants Management
Michigan Department of Natural Resources
PO Box 30425
Lansing, MI 48909-7925
APPENDIX L: EXAMPLE OF DECLARATION AND NOTICE

This document must have a boundary map attached and must be recorded for LWCF and MNRTF projects.

REQUIRED FORMAT

Legal Format Requirements for a Declaration of Notice:

• The minimum type size for real estate documents is 10-point type.
• The weight of the paper must be at least 20 pounds.
• The document must be black ink on white paper.
• There is a mandatory 2.5” margin at the top of the first page with ½” margins on the other three sides and ½” minimum margins on attached pages.
• The type, or title, of the document must be identified on the first line of print and only one document type will be indexed per recording.
• The documents and any attachments must be a minimum 8.5” x 11” and maximum 8.5” x 14.”

REQUIRED CONTENT

DECLARATION and NOTICE

This Declaration made this ______ day of ______, 20____, by ______________, a Michigan municipal corporation, (address), (hereafter called (name)), being the owner of all the property described as (insert legal description) herein after referred to as the Property, attached hereto, located in the (name of local unit, County), Michigan, hereby makes the following declaration regarding uses to which the Property may be put.

WITNESSETH:

The declaration contained herein is based on the following factual recitals:

A. (Grantee) developed the Property, in part, through the grant of money from the Michigan Natural Resources Trust Fund.

B. As a condition of the grant by the DNR, (Grantee) has agreed to impose certain restrictions on the Property.

NOW, THEREFORE, the (Grantee) hereby declares that the portion of the property identified as the project area is and shall be held, transferred, sold, conveyed, leased, occupied and used subject to the obligation hereinafter set forth, all of which shall run with the land.

(Continued on next page)
The lands included in this deed were developed by (Grantee) with funding assistance from the Michigan Natural Resources Trust Fund pursuant to project agreement TF___ - ___ between the Michigan Department of Natural Resources and (grantee), executed on (date). The project agreement describes certain requirements to ensure the long-term conservation of the property and its use for public outdoor recreation. (Grantee) is placing this notice on record as confirmation of its obligations as set forth in the project agreement, including the requirement that the consent of the Michigan Department of Natural Resources and the Michigan Natural Resources Trust Fund Board of Trustees is required prior to the conveyance of any rights or interest in the property to another entity, or for the use of the property for purposes other than conservation or public outdoor recreation.

Name of Local Unit

By:__________________________

STATE OF MICHIGAN ) ss
COUNTY OF )

The foregoing instrument was acknowledged before me this__________________ day of _____,20__, by

______________________________________________________________

_____________________________ ____________________________________.

(Name 1) (Name 2)

Notary Public, ____________________________ County,

My Commission Expires:

Prepared by: