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# MICHIGAN NATURAL RESOURCES TRUST FUND

## 2010 APPLICATION GUIDELINES



Michigan Department of Natural Resources  
Grants Management

**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, as the governing body for the Michigan Department of Natural Resources, provides a strategic framework for the DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

The Michigan Department of Natural Resources provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

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## INTRODUCTION

In 1976, the Michigan Legislature created the Kammer Recreational Land Trust Fund to provide a source of funding for the public acquisition of recreation lands. The source of the funds was the sale of oil, gas, and mineral leases and royalties from their extraction on state lands.

Today, the fund exists as the Michigan Natural Resources Trust Fund (MNRTF). With this source of funding, state and local units of government are able to acquire land for public recreation and for protection of land for its environmental importance or scenic beauty. A limited amount of the funds may be used for the development of public outdoor recreation facilities. More information on the MNRTF may be found in Appendix A.

Over its 33-year history, the Michigan Natural Resources Trust Fund has had a tremendous impact on Michigan's landscape. Approximately \$781 million has been awarded to state and local units of government and has been used to acquire and develop recreation land in all 83 counties of the state.

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

Grants Management staff is available to assist you with any questions you may have regarding any aspect of the application process. We encourage you to contact your regional representative early in the application process. You may also call the Grants Management office at 517-373-9125 and you will be directed to the appropriate representative.

This booklet and all forms needed to complete an application package are available on our website: [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants).



## MICHIGAN NATURAL RESOURCES TRUST FUND 2010 APPLICATION SCHEDULE

<b>February</b>	Application forms available.
<b>April 1</b>	<b>Deadline</b> for recreation plans or plan amendments to be <u>approved</u> by the Department for consideration as of the April 1 <sup>st</sup> grant application deadline.
<b>April 1</b>	<b>Grant Application Deadline:</b> All development applications must be postmarked by the U.S. Postal Service as of April 1 <sup>st</sup> . It is recommended that acquisition applications also be submitted by April 1 <sup>st</sup> to receive a thorough review and the opportunity to augment the application.
<b>April–May</b>	Grants Management staff completes preliminary screening of applications postmarked by April 1 <sup>st</sup> to determine eligibility. Applicants will receive written requests for explanation, clarification, and/or supplementation of the information provided in the application.
<b>May</b>	Grants Management staff continues review of applications to determine deficiencies and/or lack of required documentation.
<b>June 1</b>	Letters to applicants indicating preliminary screening results.
<b>June 1 to September 30</b>	Grants Management staff conducts an indepth review of all applications passing the preliminary screening. Staff will meet with applicants, conduct site visits and provide applicants with guidance on strengthening the application and removing deficiencies.
<b>August 3</b>	<b>Deadline</b> for recreation plans or plan amendments to be <u>approved</u> by the Department for consideration as of the August 3 <sup>rd</sup> acquisition application deadline. Deadline for resolution of deficiencies.
<b>August 3</b>	<b>Secondary Grant Application Deadline:</b> Acquisition applications only
<b>August 18</b>	MNRTF Board votes to approve list of applications to be dropped for further consideration. Ineligible and withdrawn applications dropped.
<b>October</b>	Grants Management staff completes the scoring of all applications. Acquisition and development applications are ranked separately according to final scores. The MNRTF Board is provided a ranked list of applications for their review and final recommendations.
<b>December 1</b>	MNRTF Board makes final recommendations for funding.
<b>December - January*</b>	A bill is prepared and submitted to the Legislature for approval and appropriation of funds for the MNRTF Board final recommendations.
<b>Early to Mid 2011*</b>	Grants Management distributes Project Agreements to grantees, usually by August.
<b>Mid to Late 2011*</b>	Project may be started after the Project Agreement has been executed.
<i>* All time periods given are best estimates at the time of publication and are subject to change.</i>	

## MICHIGAN NATURAL RESOURCES TRUST FUND BOARD 2010 MEETING SCHEDULE AND LOCATIONS

All MNRTF Board meetings are open to the public; meeting dates, times, and locations are subject to change. Final meeting dates, times, and locations are available from Grants Management at 517-373-9125 or on our website at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants).

<b>February 3</b>	<b><i>Lansing Center, Governor’s Room 333 E. Michigan Avenue, Lansing 9:00 am</i></b>
<b>April 7</b>	<b><i>Lansing Community College West Campus 5708 Cornerstone, Lansing 9:00 am</i></b> Board receives list of applications received as of April 1 <sup>st</sup> deadline.
<b>June 16</b>	<b><i>TBA – UPPER PENINSULA OR NORTHERN LOWER PENINSULA 9:00 am</i></b> Board hears presentations from selected applicants.
<b>August 19</b>	<b><i>Lansing Community College West Campus 5708 Cornerstone, Lansing 9:00 am</i></b> Board receives list of MNRTF acquisition applications received as of August 3 <sup>rd</sup> deadline. Board will hear presentations from selected applicants.
<b>October 6</b>	<b><i>Lansing Community College West Campus 5709 Cornerstone, Lansing 9:00 am</i></b>
<b>November 30</b>	<b><i>Lansing Community College West Campus 5708 Cornerstone, Lansing 7:00 pm</i></b> Board hears previously unavailable information about the applications from the applicants.
<b>December 1</b>	<b><i>Lansing Community College West Campus 5708 Cornerstone, Lansing 9:00 am</i></b> Board makes final recommendations for funding.

# CHAPTER 1: BASIC INFORMATION ABOUT THE MNRTF PROGRAM

In this chapter, we describe the eligibility and other requirements of the MNRTF Program. It is important to consider these requirements when deciding whether to submit an application. This chapter also provides an overview of the MNRTF Program procedures for project completion. For more detailed information about completing a development or acquisition project, obtain copies of the procedures booklets at Grants Management's website, [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants), or contact Grants Management staff to send you copies. MNRTF Board policies can be found in appendix A; more information on the policies is available on the website.

## ESTABLISHING ELIGIBILITY

The following entities are eligible to submit an MNRTF grant application:

- State and local units of government. Part 19, Natural Resources Trust Fund Act, 1994 PA 451, as amended, defines a local unit of government as a city, village, township, county, or any combination of these entities which authority is legally constituted to provide public recreation.
- Huron-Clinton Metropolitan Authority; regional recreation authorities formed under the Recreational Authorities Act, 2000 PA 321; and trailway commissions formed under Part 721, Michigan Trailways Act, 1994 PA 451, as amended.
- School districts that meet the requirements given in *Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans* (IC 1924).

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

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

**Public Input:** All applicants must hold at least one public meeting to receive input about the application. **This meeting must be held within the six-month time period before the application deadline** and before a resolution committing to the application is passed by your local governing body. If resubmitting an application, you must also hold a public meeting within the six-month time period before the application deadline.

Public meetings focused on review of your recreation plan will not meet your obligations for public input for your grant application unless the meeting notice and agenda indicate that the meeting will cover both recreation plan review and the specific grant application.

## ELIGIBLE PROJECTS

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

**Land Acquisition:** Eligible projects include acquisition of land or specific rights in land (for example, development rights or easements) for public outdoor recreation uses or protection of the land for its environmental importance or scenic beauty. Within a grant cycle, the MNRTF Board may choose to set aside a portion of the available funds for small acquisition projects requesting \$100,000 or less that fulfill Board priorities.

In most cases, acquisition of property already in public ownership, including property owned by public school districts, is not eligible for MNRTF assistance. MNRTF Board Policy 90.1, in Appendix A, addresses the conditions under which the acquisition of land already in public ownership is eligible for assistance.

Acquisition by land contract is not eligible for MNRTF assistance.

**Phased Acquisition Proposals:** In some instances the MNRTF Board may choose to undertake a large acquisition in phases (that is, funded over more than one application cycle). However, if the

Board recommends the grant or phased project, a separate application must be submitted for each phase. Your initial application must contain detailed information regarding the mechanism for purchasing the property. If the project is recommended by the MNRTF Board as a phased acquisition, applications for later phases will automatically be placed at the top of the ranking list for those funding cycles; however, each phase is subject to Legislative appropriation of funds.

**Recreation Facility Development:** Eligible public outdoor recreation projects include fishing and hunting facilities, beaches, boating access, picnic areas, campgrounds, winter sports areas, playgrounds, ball fields, tennis courts, and trails. Also included are facilities needed to support outdoor recreation, such as nature interpretive buildings, park visitor centers, restrooms, and storage buildings for park equipment. Renovation or redevelopment of existing facilities is eligible and encouraged, but not if poor maintenance, design, or construction was the cause of the facilities' poor or unsafe condition. **All new construction and renovation must comply with all federal and state requirements regarding accessibility for people with disabilities.**

Development projects that provide universal accessibility to recreation opportunities are especially encouraged.

Within a grant cycle, the MNRTF Board may choose to set aside a portion of the available funds for small development projects requesting \$50,000 or less that fulfill Board priorities.

Development projects that are **not** eligible include:

- Indoor recreation facilities, other than facilities that support outdoor recreation.
- Stadiums and other facilities designed expressly for viewing of professional or semi-professional arts or athletics, or intercollegiate or interscholastic sports.
- Projects that would create an unfair competitive situation with private enterprises. In situations where privately managed facilities are providing identical or similar recreation opportunities, the local government must provide additional written justification of the need for the proposed facility in light of the private sector's presence.

## **ELIGIBLE APPLICANT/GRANTEE REPRESENTATIVES**

The applicant representative should be an elected official of the community or someone who is paid staff of the local unit of government. For acquisition projects, the landowner or someone who represents the landowner, including a realtor, cannot represent the community at either the application or grant completion stage. For development projects, a contractor who may gain financially from the project cannot represent the community at either the application or grant completion stage.

## **MINIMUM AND MAXIMUM GRANT AMOUNTS**

**Development:** Minimum Grant Request: \$15,000 (\$20,000 minimum total project cost)  
Maximum Grant Request: \$500,000

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

Remember that the MNRTF Program is a **reimbursement** program. No funds are provided up front; payments for expenditures must be made and submitted for payment before you will be reimbursed for eligible costs occurred in the completion of the project.

## **ALLOWABLE NUMBER OF PROJECT SITES**

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

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

A **development** application for improvements at more than one park is eligible only if the proposed project includes identical facilities at multiple locations; for example, installing fishing piers at three different parks.

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

There is no limit to the number of applications that an applicant may submit within a funding cycle, however, the applicant will be asked to prioritize multiple applications of the same type (development or acquisition).

## **ELIGIBLE COSTS**

The amount of reimbursement for the **acquisition** of land or rights in land is determined by the fair market value (as approved by the DNR) of the property and the grant percentage. Some incidental costs associated with the purchase are also eligible for assistance (see chapter 3). For **development** projects, only those costs directly associated with the construction of the project will be reimbursed, including engineering costs and the costs associated with obtaining permits. Overhead, maintenance, administration, and contingency costs are **not eligible** for assistance for either acquisition or development projects.

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

## **APPLICANT MATCH REQUIREMENTS**

The applicant must provide a portion of the total project cost; this is the match. The MNRTF Program requires a minimum 25 percent match. However, you may earn points for your application under the Applicant Match criterion if you provide additional funds above the required minimum applicant match.

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

The applicant match for **development** costs can be met by cash outlay and credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charges for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the applicant match if the applicant specifies the nature and value of the items or services. Land acquisition costs and land donations are not eligible as match for a development project.

## **REQUIREMENTS FOR LAND ACQUISITION APPLICATIONS**

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

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

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

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

## **LAND ACQUISITION NEGOTIATIONS ALLOWABLE PRIOR TO RECEIVING A GRANT**

Applicants should discuss their acquisition plans and grant schedules with the landowner and determine the landowner's willingness to sell. It is especially important for the landowner to understand that there is usually a 1½ to 2-year time period after the grant application is submitted before the property can be acquired by the applicant.

In these discussions, the applicant should determine that the land will meet the acquisition requirements and should work with the landowner to complete the *Property Checklist* portion of the application to determine the potential for contamination at the site.

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

## **CONTAMINATED PROPERTIES**

Contaminated properties are eligible for grant assistance, provided the property can be made safe for the proposed uses and the contamination will not have a substantial, negative impact on the overall public recreation, public safety, and/or resource protection values of the site.

## **BEGINNING THE PROJECT**

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

- Appropriation of funds by the Legislature.
- Recommendation of the approval of the grants by the Administrative Board within the Department of Management and Budget.
- Execution of a formal Project Agreement between the Department and the grantee.

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

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

Formal negotiations on local acquisitions may take place only after due diligence and a title search on the property have been conducted, an appraisal(s) has been completed and approved by the Department's Office of Land and Facilities, and Grants Management has provided written approval to proceed. All negotiations must conform to the Federal Uniform Relocation Act of 1970 (P.L. 91-646) and the Michigan Relocation Assistance Act (1972 PA 227). These laws guarantee certain rights to individuals selling land to governmental units. See the *Acquisition Project Procedures* booklet (IC 1908) for more detailed information, available on the DNR website at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants) under "Forms and Publications."

## **REQUIREMENTS FOR PROJECT COMPLETION**

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

**Using Professional Services:** Grantees are required to retain professional services to complete

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

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

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

**Payment of Grant Funds:** All grants are issued as reimbursement for expenditures. The Department **does not provide advance payment for approved projects.** Grantees must submit reimbursement requests, accompanied by the required documentation, to receive grant funds. For acquisition projects, a single reimbursement request is made after the property is acquired. For development projects, several reimbursement requests can be made over the course of project construction.

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


## RESPONSIBILITIES FOLLOWING PROJECT COMPLETION

### 1. Retention and Use

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

### 2. Operation and Maintenance

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

- The site shall have an entrance sign designating it open to the public. The MNRTF sign must be installed in a prominent location.
- The site shall be maintained to be attractive and inviting to the public.
- Sanitation and sanitary facilities shall be maintained according to applicable health standards.
- The site shall be kept safe for public use. Fire prevention and similar activities shall be maintained for public safety.
- Facilities shall be kept open for public use at times appropriate to the type of area or facility.
-  Universal access features of the site must be maintained at all times to be accessible and usable by people with disabilities.

### 3. Nondiscrimination and Public Access

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

Preferential membership and preferential annual permit systems are prohibited, with the exception that admission price and other fees may be based on residence. Nonresident fees shall not

exceed twice that charged residents; where no fees are charged, nonresident fees may not exceed the rate charged residents at other facilities in the area open to the public.

#### 4. Compliance Inspections

The Department will carry out periodic inspections after project completion. Grant recipients will be notified of any compliance issues raised by an inspection and are obligated to address them in a timely manner.

### OTHER RECREATION GRANT PROGRAMS AVAILABLE

**The Department of Natural Resources:** The Department administers a number of grant programs aimed at providing or enhancing public recreation opportunities. Potential applicants are encouraged to explore these funding programs. Please visit our web site at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants) or contact Grants Management to receive the 2010 Grant Programs booklet (IC 1950).

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

Department of Transportation	<a href="http://www.michigan.gov/tea">www.michigan.gov/tea</a>
Department of Environmental Quality	<a href="http://www.michigan.gov/deg">www.michigan.gov/deg</a>

## CHAPTER 2: DEVELOPING A MICHIGAN NATURAL RESOURCES TRUST FUND PROJECT PROPOSAL

Each year, the Michigan Natural Resources Trust Fund offers local communities and state agencies the opportunity to apply for grants to assist with the purchase and development of land for public outdoor recreation and natural resource protection. In 2009, the MNRTF Board of Trustees recommended over \$26 million for land acquisition and approximately \$7 million for park development projects. Over the 33-year history of the program, approximately \$781 million has been awarded. More information on the history of the MNRTF Program and the goals and policies of the Board can be found in Appendix A.

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

### MNRTF PROGRAM GOALS

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

### 2010 Priority Project Types of the MNRTF Board

In addition to other changes to this year's application cycle, the MNRTF Board will emphasize three priority project type criteria for funding. For 2010 these are:

1. Trails
2. Wildlife/Ecological Corridors and Winter Deeryard Acquisition
3. Projects Within Urban Area

The Board also believes that outdoor, community-based recreation, especially in urban areas, is vitally important. Projects such as trailways, playgrounds, community parks, greenspaces and sports fields are welcomed and encouraged by the Board.

Recent revisions to the MNRTF criteria emphasize the importance the Board places on balancing the funding between projects that are primarily natural resources-based and those that are community-based. A primary goal of the Board is to encourage a broad spectrum of applications, including projects from communities that have not traditionally participated in the program, but still have public outdoor recreation needs.

### PROJECT NEED AND JUSTIFICATION

**Relationship to the Recreation Plan:** All communities that apply for an MNRTF grant must have a DNR-approved, 5-year community recreation plan. In developing the plan, you were required to gather public suggestions and comments on the recreation and resource protection needs of your community. You should also have completed a recreation inventory of the parks you already own or manage. These and other sources of information should have been used to determine how to fulfill the recreation and resource protection needs expressed by your community. The project that you propose for grant funding should be either a specific project that was identified during the development of the recreation plan or one that meets the plan's goals and objectives.

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


An important aspect of your project justification is how well you are able to operate and maintain the parks you already have, especially those funded with grant assistance, as well as your future means

to operate and maintain your proposed project. This information should be contained in your recreation plan as well, or you may provide it in the application.

**Public Input:** The applicant is responsible for providing the public adequate opportunity to review and comment on the proposed application. At a minimum, you must hold one public meeting to receive input. Use all channels you normally use to notify the public about upcoming public meetings and other official actions. This meeting must be held within the six-month time period before the application deadline and before a resolution committing to the application is passed by your local governing body.

Although a single public meeting with advance notice is the minimum requirement, applicants should make additional outreach efforts to ensure the public is aware of the project and document those efforts in the application. This is particularly important for potentially controversial projects, such as those close to residential areas. Additional public meetings, informational mailings, local newspaper articles, and individual contact with landowners adjacent to the project site are all examples of additional outreach efforts that can benefit a project. Do not limit outreach to your own community, since nonresidents are also often affected by the project.

You may also want to hold a public meeting during the time that your seasonal residents are present in your community to receive their comments on the proposed project. This may entail holding a meeting more than six months before the application submission deadline. The minutes from this meeting should be included in your application. Remember that you will still be required to hold another meeting within the **six months prior to the application deadline**.

 **Public Input for Universally Accessible Projects:** To receive points under the Special Initiative for Universal Access, you are required to meet with persons with disabilities and disability advocacy groups within your community and submit documentation of these meetings (see chapter 3). This can be accomplished through public meetings, workshops, focus group meetings, or other types of gatherings. As a starting point for identifying persons with disabilities within your community, you may want to obtain information from the U. S. Census Bureau. You will also want to contact disability advocacy groups and organizations located within or near your community. These may include:

- Centers for Independent Living; go to [www.ncil.org](http://www.ncil.org) for a directory;
- Other disability advocate groups, such as:
  - United Cerebral Palsy ([www.ucp.org/ucp\\_local.cfm/87](http://www.ucp.org/ucp_local.cfm/87));
  - The ARC ([www.arcmi.org](http://www.arcmi.org));
  - Little People of America (<http://geocities.com/patonly/lpadistrict5.html>);
  - Paralyzed Veterans ([www.michiganpva.org](http://www.michiganpva.org));
  - Other national organizations ([www.access-board.gov/links/disability.htm](http://www.access-board.gov/links/disability.htm));
- Local schools and special education teachers;
- Neighborhood groups; and
- Other groups the project will serve and/or affect.

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

- walk independently,
- stand, balance/walk on uneven surfaces,
- step up or down,
- see some or not at all,
- communicate with spoken word,
- reach in any/all directions,
- grip with one or both hands,
- transfer from a wheelchair,
- rise from a seated position,
- understand information,
- any other disabilities people in your community may have.

## SITE SELECTION AND PROJECT DESIGN

The types of outdoor recreation facilities you wish to provide for your community and the decision on where to provide them are two aspects of your proposed project that go hand-in-hand. In developing an MNRTF application, you will need to choose a site to purchase for a future park or natural area, or select a site you already own or control at which you propose to develop new facilities or renovate existing ones. Communities that own only one or a few parks and wish to develop them are obviously more constrained in their recreation offerings than communities with a larger park system or that have the ability to acquire, develop, and maintain new parks or natural areas. To the extent possible for (or applicable to) your proposed project, you should consider the following factors:

- The location of the proposed project: Is this the best location in terms of the natural resources at the site, the other parks in your system and the availability of similar recreation facilities, the proximity of the site to the greatest number of potential users and to other destinations (such as schools, businesses, etc.), the compatibility of the surrounding land uses to the proposed recreation, and any safety or crime issues related to getting to the park?
- The ability to get to the site: are there means other than automobile by which park users can easily and safely get to the park, such as sidewalks, trails, or public transportation? Are there, or will there be signs directing people to the park?
- Development within an existing park: If the proposed development will be located in an existing park, is the park easily recognized as a public place? Are the park and facilities accessible, or do you intend to make them so as part of the proposed project? Is the public able to use the park and its facilities without being required to obtain permits?
- Compatibility of the site with the proposed project: Are the proposed uses at the site compatible with the site's size and natural and physical characteristics? In other words, can the site sustain the recreation uses you propose?
- Is there any contamination at the site that will affect the quality of the recreation or pose a health or safety concern?

Consider the following factors to determine the recreation potential and environmental importance of the land you want to acquire or develop with MNRTF assistance:

- The types of natural resources on the property and the recreation opportunities they will provide. The MNRTF Board has designated certain natural resources as significant—wetlands, sand dunes, Great Lakes and their connecting water bodies (Detroit, St. Mary's, and St. Clair Rivers and Lake St. Clair), rare plant and animal species and communities, land that is or will become part of the Pigeon River Country State Forest, dedicated natural rivers, and land that is or will become part of a dedicated wilderness or natural area.  
[Note: For a list of threatened and endangered species, dedicated rivers, and dedicated wilderness or natural areas, you may refer to the Department's web page at [www.michigan.gov/dnr](http://www.michigan.gov/dnr). For information about rare plants, animals, and other significant features, refer to the Michigan Natural Features Inventory website at [web4.msue.msu.edu/mnfi](http://web4.msue.msu.edu/mnfi). For general information on wetlands and sand dunes, visit the Department of Environmental Quality website at [www.michigan.gov/deq](http://www.michigan.gov/deq).]
- The quality and quantity of the natural resource. **Properties that support high quality natural resources that can be hunted/fished/viewed receive points for these features.** Generally, the larger the parcel, the more valuable it is for resource protection and use. However, the quality and quantity of the natural resource can be evaluated based on other factors as well, such as the number and species of wildlife that can be hunted/fished/viewed, the hunting/fishing seasons allowed, the rarity of the species or natural community present on the site, and the amount of frontage on a water body.
- The ability of the land to act as a winter deeryard, to buffer previously protected wildlife habitat, or to function as a wildlife corridor. A buffer serves to help shield existing conservation lands from negative impacts such as intensive urban development. A corridor serves to connect previously protected parcels of land so that wildlife can move between them, through areas that

do not provide the food or protection they need outside of the corridor. (Only acquisition projects receive points for providing buffers and wildlife corridors).

- The sustainability of the natural resource. The likelihood that a natural resource will persist is dependent on a number of factors. These may include the type of resource, the current population size, its ability to withstand hunting or fishing pressure or other use, and the present and future uses of the surrounding land. Sustainability of the resource may also depend on your ability to effectively manage the land to protect fragile areas, to allow temporary closure at critical times, (such as during breeding seasons), and to mimic or restore natural disturbances, among other concerns.

When designing your project, whether designing the overall layout or choosing individual scope items, you should be sensitive to the natural features of the site. We encourage you to consider the following:

- Designing facilities to minimize any negative impact on the natural resources at the site.
- Placing scope items in the least sensitive areas, such as those already cleared or impacted, or designing them to have minimal environmental impact. Retaining natural shade trees in parking areas; clustering facilities to minimize their footprint and maximize natural space; renovating existing structures rather than building new; and developing facilities to prevent erosion and minimize runoff are examples that would help achieve this goal.
- Designing the project, to the extent possible, to utilize the site's natural renewable resources, such as solar and geothermal energy sources.
- Incorporating other environmentally friendly/innovative technology into the project. Examples include efficient lighting, recycling bins on site, use of non-toxic and/or recycled building materials, storm water management, low water toilets, and high post-consumer content recycled products or materials (for example, asphalt, concrete, metal, plastic, glass, and rubber).
- Landscaping or planting with native trees, shrubs, or groundcover whenever practical.

The quality of the design is also dependent on the following factors:

- Designing the entrance and traffic flow pattern into the park for the safety and convenience of vehicles, pedestrians, bicycle riders, and those who use wheelchairs or other mobility assistive devices.
- Minimizing the traffic flow within the park.
- Avoiding multiple road crossings and encircling active recreation areas with roads.
- Planning walkways for the most direct access to park facilities as possible.
- Routing linear parks (trails) to maximize their use for recreation opportunities.
- Linking trails to existing trails whenever possible to extend the recreation opportunity and to avoid dead ends.
- Addressing safety and crime issues through means such as adequate maintenance, lighting, and hours of operation.
- Designing facilities to be appropriate in size for the level of anticipated use.
- Placing recreation and support facilities in areas that are not negatively impacted by surrounding land uses or each other. For example, areas proposed for bird watching should not be next to a busy road, or directly adjacent to an active ball field.
- **Required:** Your proposed project must meet or exceed the accessibility requirements of the Americans with Disabilities Act (ADA). All recreation facilities and the access routes to them must be accessible.

## **Designing for Universal Access:**

**Accessibility** means that a recreation project site and the recreation and support facilities within meet all requirements under the federal Americans with Disabilities Act, all state requirements for barrier-free construction, and any local requirements regarding the provision of access for people with disabilities.

**Universal Access** means going above and beyond legal requirements for accessibility to create public outdoor recreation environments that are usable by all people of all abilities, to the greatest extent possible, by enabling independent use and ensuring full inclusive participation in all aspects of the outdoor recreation experience.

The standards and guidelines developed under the ADA represent minimum specifications for providing accessibility. However, facilities, programs, and services that meet ADA requirements may not always allow for independent use or inclusive participation by individuals with disabilities. Designing for universal access means going beyond the minimum requirements of the ADA so that all people in the community may enjoy the recreation opportunities provided, without separation or stigmatization. In a park setting, there should be no separate routes, ramps, or entrances for users with disabilities. All routes throughout the site should be designed with gentle slopes, and firm and level surfaces, and should be located for easy and direct access. The size and location of clear and maneuvering spaces should be planned to provide maximum ease of use. Directions and other information usually conveyed to users through signs and brochures should be available in other formats, such as audio interpretation, or with raised lettering. Operating mechanisms should be easy to reach in all directions, whether seated or standing, and should be useable with one hand. Viewing opportunities should be equitable. The location of the universally accessible recreation experiences, within the total site, should be chosen to maximize the quality of experience, ease of use, and provide maximum connectivity to all aspects of the site and the support amenities.

These design tips follow the Principles of Universal Design (Appendix B), which are:

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

**Information on how to design specific recreation and support facilities to meet the goal of universal accessibility is included in Appendix C.**



## CHAPTER 3: HOW TO PREPARE AN MNRTF GRANT APPLICATION

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

All location maps, site development plans, boundary maps, and other graphic information should be **8.5 inches by 11 inches** in size and clear, legible, detailed, and appropriately labeled. You may also submit larger versions of any or all of them. Grants Management staff use these materials to help evaluate your application and to find and evaluate your site. We will also photocopy many of the materials in black-and-white; be sure that what you submit will photocopy legibly.

### REQUIRED CONTENT FOR ALL APPLICATIONS:

- MNRTF Grant Application Form** (PR5750) - one copy fully completed and signed;
- Application Narrative** - two copies;
- Site development plan** - two copies;
- Project location map** - two copies;
- Documentation of local match sources**;
- Advance notice of a public meeting** to receive public comment on the application;
- Signed minutes of the public meeting** held to receive public comment;
- Certified Resolution** from the governing body;
- Environmental Report** if applicable based on *Property Checklist* in Section D of the application form;
- Notice of Intent Form** (PR5750-2);
- Letter Transmitting Notice of Intent Form** to the regional clearinghouse;
- Photographs of the site** – digital images emailed to your Regional Representative or submitted on a CD are preferred over paper photos.

### REQUIRED CONTENT FOR ACQUISITION APPLICATIONS ONLY:

- Plat or parcel map** with subject parcel(s) highlighted – two copies;
- Draft easement or other agreement**, if applicable.

### REQUIRED CONTENT FOR DEVELOPMENT APPLICATIONS ONLY:

- Boundary map** delineating the legal boundaries of the site;
- Preliminary floor plans and elevation drawings for proposed structures, if applicable;
- Documentation of Site Control Form** (PR5750-4).

### SUPPORTING DOCUMENTATION FOR ALL APPLICATIONS:

- Signed minutes of other public meetings** to gather public comment and support;
- Letters of support** for the project;
- Correspondence regarding regulatory permitting issues**, if applicable;
- Expert documentation, to support the project in Sections E1-E3**;
- Documentation supporting the population service area for the site, rather than that of the applicant, if applicable**;
- Documentation of seasonal residents.**

## A. COMPLETING THE MNRTF GRANT APPLICATION FORM

This section includes additional guidance on some of the questions found in the MNRTF grant application form. Refer to chapter 1 for information on eligibility requirements for the program and chapter 2 for a discussion on factors you should consider when developing your project.

## SECTION A1: APPLICANT, SITE, AND PROJECT IDENTIFICATION

When filling out this section, note where information about the applicant (state or local unit of government) and where information on the site of the proposed project are requested. When filling out the following fields, please do the following:

- **Park name:** If you have not yet named your park, write in a proposed name.
- **Proposal title:** Include the park name in the title and the terms “acquisition,” “expansion,” or “addition” for an acquisition proposal and “development,” “renovation,” or “improvements” for a development proposal.
- **Proposal Description:** Provide a brief (1-2 sentences) description of your proposed project. Include, as applicable, the type of project (new acquisition, development, expansion of existing park), the rights in land to be purchased (fee simple, development rights only, etc.), the park name, the acreage to be acquired, the acreage of the existing park, the natural features of the site, the recreation opportunities proposed in your application, the universally accessible features of the project design, and the future recreation opportunities to be developed on the site.

## SECTION A2: PROJECT FUNDING

In this section, provide information on the match commitment, grant amount requested, and total project cost. During the application review period, it may be necessary for Grants Management staff to adjust the match and total project cost amounts slightly to achieve a whole number match percentage (that is, 25 percent, not 24.9 or 25.2 percent).

### Sources of Matching Funds

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

- General Funds or Local Restricted Funds:** Local cash from the applicant’s general fund or restricted recreation funds.
- Force Account Labor/Materials:** The applicant’s paid employees that will work directly on the construction of the project or the cost of materials that will be used in the construction of the project. This value cannot include administration or supervision costs, but may include engineering and other professional services.
- Federal or Other State Funds:** Other grant funds that either have been awarded or will be sought.
- Cash Donations:** Cash generated from donations, fund-raising, or other similar means.
- Donated Labor/Materials:** Labor or materials directly related to the construction of the project from sources other than the applicant’s own paid labor. Donated labor must be valued at minimum wage unless a professional is donating his or her professional services (such as an electrician).
- Donated Land Value:** A donation by the landowner of a portion of the value of the property. This is an eligible source of match for acquisition applications only.
- Total Match:** Report the sum of lines a) through f).
- Grant Amount Requested:** Indicate the amount of MNRTF funding you are requesting, rounded to the nearest one hundred dollars. Remember the \$15,000 minimum and \$500,000 maximum allowable grant request amounts for development projects.
- Total Project Cost:** This value is the sum of lines g) and h). Be sure the total project cost is the same as the total shown in Section A3 for **acquisition** applications and Section A4 for **development** applications.
- Percentage of Match Commitment:** The percentage of match commitment is calculated by dividing the total match by the total project cost. To be eligible, this number must be at least 25% of the total project cost. Make sure that you report the match percentage as a whole number.

## SECTION A3: PROJECT DETAILS—LAND ACQUISITION APPLICATIONS ONLY

## **Parcel Information Table**

Please provide the following information:

**(1) Total Appraised Value:** Enter your best estimate of the value of the parcel or rights in land you propose to acquire. It is recommended that you have an appraisal done to get an initial determination of the fair market value and to establish a foundation for your grant request. You may estimate value by looking at past appraisals and land values in the area or by talking to your local assessor. Note: Appraisal costs incurred prior to receiving an executed project agreement are not eligible for reimbursement.

**(2) Total Relocation Costs:** If your project will involve the relocation of persons or businesses, they may be eligible to receive relocation assistance under the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646). You will be required to pay any relocation benefits provided for under the law. Relocation costs are reimbursable and should be included in the total project cost when appropriate.

**(3) Total Incidental Costs:** The following incidental costs are reimbursable under the MNRTF Program:

- **Appraisals:** Enter the anticipated cost to retain a state-certified general appraiser to complete an appraisal (two for parcels valued over \$500,000) and determine the fair market value of the property or of the specific rights in land to be acquired.
- **Environmental Assessment:** Enter the anticipated cost to hire a qualified environmental consultant to advise and prepare the appropriate due diligence, and if necessary, due care actions. Environmental assessment costs, up to 5 percent of the fair purchase price of the property, are reimbursable. The cost of cleanup actions needed to make a site safe for recreation use and to comply with state law cannot be included in your total project cost.
- **Other Incidental Costs:** These costs include prorated taxes, recording fees, transfer tax, title insurance, (or the cost of a title search for railroad properties), title search and closing fees. Costs associated with preparation of a purchase agreement or option, including any down payment or pre-payment made prior to the execution of a project agreement, are not reimbursable. Back taxes, lawyer's fees, land clearing, demolition, fencing, and other development costs are not eligible items under an acquisition grant.

## **SECTION A4: PROJECT DETAILS—DEVELOPMENT APPLICATIONS ONLY**

Before completing this section, you should consider the following factors:

**Access for People with Disabilities.** All grant-assisted facilities must, at a minimum, comply with the Americans with Disabilities Act (ADA). Be sure to incorporate state and federal accessibility requirements into your facility planning and cost estimates, including the cost of access routes and playground safety surfacing. If existing facilities at the project site will support the proposed scope items, such as parking lots and restrooms, your application will be strengthened if these facilities are also renovated to be accessible. This work may be included in the scope as part of your proposed project.

**♿ Development applications proposing universal accessibility should **exceed** ADA requirements.** See chapter 2 and Appendix C for more information on how to design universally accessible projects.

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

- Contingencies
- Studies
- Land acquisition costs
- **Costs associated with the estimation of construction costs, such as consultant fees**
- Costs incurred prior to grant award

## **Development Project Cost Estimate Table**

Obtain a reasonable estimate for the facilities you plan to construct with grant funds by consulting with engineering firms, other communities, and equipment manufacturers. List each project scope item (parking lot, picnic shelter, etc.) and its estimated cost in this table. Specify sizes and quantities where appropriate (length of trail, number of picnic tables, etc.) for each scope item. Do not list the aspects of

project execution, such as labor, construction equipment, or raw materials. If there are more than ten scope items, make a copy of the page.

Include in the table the cost to hire a licensed engineer, architect, or landscape architect (the Prime Professional) to prepare all plans, specifications, and bid documents. The Prime Professional will also be required to sign all requests for reimbursement, including the final request, verifying that all construction was completed according to acceptable standards. Engineering costs for these services, up to 15 percent of the project cost, are eligible for reimbursement.

♿ Identify in the table which scope items are designed to be universally accessible.

DEVELOPMENT PROJECT SCOPE				
SCOPE ITEMS	♿ IS SCOPE ITEM OF UNIVERSAL ACCESS DESIGN?		SIZE OR QUANTITY	COST
	NO	YES		
1. Softball Fields	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	\$95,000
2. Lighting for Softball Fields	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	\$100,000
3. 10-car parking lot, paved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	\$10,000
4. Renovations to make restroom accessible	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	\$35,000
5. Picnic Area (see attached sheet)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	\$10,000
<b>Permit Fees</b>				\$500
			<b>Subtotal</b>	\$250,500
			<b>Engineering (15%)</b>	\$37,600
			<b>Total Estimated Cost</b>	\$288,100

When needed, provide a further breakdown of the costs that make up individual scope items on a separate sheet of paper. For example, for the picnic area the breakdown might be:

BREAKDOWN OF PICNIC AREA COSTS (SCOPE ITEM #2)			
SCOPE ITEM ELEMENTS	♿ IS ELEMENT OF UNIVERSAL ACCESS DESIGN?		COST
	NO	YES	
10 picnic tables @ \$600 each:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$6,000
6 grills @ \$250 each:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$1,500
4 trash containers @ \$125 each:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$500
Access routes and concrete pads	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$2,000

## **SECTION A5: EXPLANATION OF MATCH SOURCES**

Complete this section if your match includes federal or state funds (other than MNRTF), cash donations, donated labor, materials, or donated land value.

## **SECTION B: JUSTIFICATION OF NEED**

### **Priority of Multiple Applications**

If you are submitting more than one development project application or more than one acquisition application, please indicate the priority order, with #1 being the highest priority application. If you are submitting only one acquisition application and/or one development application, please leave this line blank.

### **Population Served**

The size of your population is used to determine the total project cost per capita. The size of your population will be based primarily on the data provided by the U.S. Census Bureau. You may claim a larger population if:

- Your recreation plan indicates that you serve a larger population than your own and the communities you serve do not provide recreation services to their residents;
- You collaborate with adjacent communities to a significant extent to provide recreation to all participating communities; or
- Seasonal residents in your community will use the proposed project.

### **Collaboration**

The plan or application was developed through collaboration with stakeholders that may include adjacent communities and school districts. Collaboration must be demonstrated through ongoing participation in the planning, operation and maintenance of the project, with the intent that the collaborating parties would be the anticipated users of the facilities. Financial contribution is not required to demonstrate the collaboration.

## **SECTION C: APPLICANT HISTORY AND STEWARDSHIP**

Indicate if you have closed, sold, or transferred any parkland or recreation facilities in the past five years or if you have a "residents only" policy at any of the parks within your system. Please note that these questions refer to your entire park system, not just those parks or facilities that have received grant assistance.

More information on the MNRTF Board's policies on park stewardship and the conversion of grant-assisted parkland can be found in Appendix A and on the Department's website.

Provide information regarding current or proposed entrance fees. Also, submit a fee schedule and policy for reduced entrance fees for low-income users. Provide information on its effectiveness in bringing low-income users into the park.

Please list 1) your current year parks and recreation budget, and 2) the estimated yearly operation and maintenance costs associated with the project.

## **SECTION D: SITE CONDITIONS**

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

**Environmental Report** - If your project site has current or past uses that suggest there may be contamination, or if you have inadequate information about site conditions (that is, you answered “yes” or “unknown” for one or more questions), you are required to prepare an environmental report as part of your application. The required contents for this report can be found in Chapter 3. Your application will be considered for funding if, based on the information you report, it appears the property can and will be made safe for its intended use.

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

You should contact regulatory agencies as early as possible and request an evaluation of the likelihood of receiving a permit for the proposed project. If feasible, permit applications should be submitted to the appropriate agency prior to applying for a grant.

Local agencies may include:

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

State agencies may include:

- Michigan Department of Environmental Quality [www.michigan.gov/deg](http://www.michigan.gov/deg)
- Michigan Department of Natural Resources [www.michigan.gov/dnr](http://www.michigan.gov/dnr)
- Michigan Department of Community Health [www.michigan.gov/mdch](http://www.michigan.gov/mdch)
- Michigan Department of Transportation [www.michigan.gov/mdot](http://www.michigan.gov/mdot)

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

Natural resource access and protection are among the priorities of the MNRTF Program. The degree to which your project provides access to and protects important natural resources will be evaluated. In this section, if you answer “yes” to any natural resource or recreation opportunity, provide the requested information for the resource/opportunity. If you answer “no,” continue on to the next listed resource/opportunity.

In Section E4 and E5, please respond to the questions regarding public access opportunities and trail-related information.

## **B. APPLICATION NARRATIVE**

The application narrative is an important source of information used to evaluate and score your application. The application narrative provides an overall picture of your proposed project. Using the headings below, describe how you incorporated the factors outlined in chapter 2, and any additional information you believe is important. Be thorough, but as brief as possible in your responses.

### **I. PROJECT JUSTIFICATION AND SUPPORT**

Tell us why you are proposing this specific project for MNRTF funding consideration, including the following information. If you have provided any of this information in your recreation plan, you may refer us to the appropriate pages in lieu of repeating it in your application narrative.

Please respond to the following factors as applicable. Note these factors are intended to be examples and you are not required to respond to each one of them.

- Describe the need for this project in relation to existing, similar facilities and recreation opportunities provided by both the applicant and other recreation providers. Your discussion should demonstrate that existing facilities are inadequate to meet the need. As part of this discussion, list the past recreation grants your community has received.\* Describe the condition of each grant-assisted site. Describe how the project relates to your recreation plan.
- Discuss how collaboration with adjacent communities and/or school districts affected the development of your application and/or recreation plan.
- Discuss the steps you took to ensure that your proposed project has public support, including people with disabilities, in your community. If there are conflicts or opposition, please describe the efforts you have taken to address these issues so that the project can be successfully implemented in a timely manner.
- ♿ • Tell us about your process in identifying and contacting individuals and organizations, especially disability advocacy groups, that participated in developing the project, or that have agreed to assist in the operation or maintenance of the project.
- ♿ • Describe the suggestions and comments that were received from individuals and organizations regarding any aspect of the development of a universally accessible park. Tell us how these comments influenced the choice of location for the proposed project and its design.

## II. PROJECT DESCRIPTION

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

Please respond to the following factors as applicable. Note these factors are intended to be examples and you are not required to respond to each one of them.

- Describe the factors, including universal access that affected your choice for the location of the proposed project.
- Describe the factors you considered when designing your project and how the design is appropriate for the proposed site. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. For example, explain why you chose a certain fishing pier design at a specific location on the body of water, or a certain trail surface in a particular area of the park.
- ♿ • Describe the universal access design features of your project and how it exceeds minimal ADA design requirements. Tell us how the design relates to the comments and suggestions received from persons with disabilities and disability advocacy groups.
- Describe any environmentally friendly/innovative technology that will be incorporated into your project.
- Summarize the steps taken to ensure appropriate public access to the natural resources of the site while balancing the potential impact the proposed development will have on those resources.
- Tell us about any organizations that will assist in the operation or maintenance of the project.
- Describe the methods you will use to publicize and promote your project. ♿ Be sure to include methods that will effectively communicate with persons with disabilities.  
Examples include:
  - Informational booklets/brochures;
  - Web site;
  - Radio/television;
  - Presentations to schools, organizations, clubs, and other groups;
  - Special events such as fairs and festivals;
  - Newspapers/magazines;
- Describe any crime prevention measures you have taken or will take for the site.

\*Grants Management staff can provide you with this information.

- For linear park (trail) projects, tell us about the destinations the trail will access and/or link and the design standards that you propose to use.

### III. NATURAL RESOURCE ACCESS AND PROTECTION

Provide the following information:

- Describe the natural features on your project site and the recreation opportunities they will provide. Be sure to include all resources and resource-based recreation opportunities indicated as present or proposed on your application form and site development form. Tell us how you will manage the site to maintain the natural features.
- As applicable, explain why you believe the proposed acquisition will act as a buffer for previously protected land or will act as a wildlife corridor. Describe the protection status and the ecological or wildlife values of the lands to be buffered or linked.
- Describe how this project is part of a green infrastructure plan. previously protected land or will act as a wildlife corridor.
- Explain how your parks and recreation budget will meet the added expense of developing, operating, and maintaining your proposed project.
- If you are not acquiring or do not control all rights in land, describe the rights you will acquire/control and explain how this will affect your ability to manage and provide public outdoor recreation at the site.
- If you are claiming seasonal residents as part of your population, describe how you determined the number of seasonal residents and justify why you believe they will use the proposed facilities.
- If you are claiming a population service area of the site that is larger than your own community, describe the population service area and justify its use.

### IV. OTHER INFORMATION

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

- For acquisition projects, explain how any existing buildings or other structures will be used to support public outdoor recreation or when they will be removed. Describe the current uses of the property and when any incompatible uses will be terminated.
- If you will charge an entrance fee to the project site, discuss your policy for fee reductions for low-income users and its effectiveness in bringing people with low incomes into the park.
- Explain the circumstances under which you closed, sold, or transferred control of any parkland or recreation facilities within your park system.
- List any parks within your system for which you have a “residents only” policy.
- Discuss any health advisories for the water bodies accessed by your project. Describe how these advisories will affect the use of the site and your proposed facilities.
- If there is public opposition to the proposed project, tell us how you are addressing the concerns raised.

## C. ADDITIONAL CONTENT

### 1. SITE DEVELOPMENT PLANS


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

If there are currently any non-recreation uses within the boundary of the project site or the property to be acquired, or such uses are proposed for the future, these uses should be clearly depicted and excluded from the boundary.

For **development** projects, the placement of all scope items proposed in the application should be depicted. It should be clear which items already exist, which is part of the proposed project, and

which are part of a plan for future development. Site development plans should represent the final plans for the proposed project, subject to minimal change during project implementation.

All proposed facilities must be designed in accordance with state and federal accessibility requirements. The site development plan should indicate that all grant-funded facilities will be accessible and include features such as walkways, ramps, and other items required to provide access to people with disabilities. If the project includes a playground, be sure accessible safety surfacing, along with access routes, is included. The site development plan should also indicate that existing facilities (such as parking lots and restrooms) that will support the proposed facilities are accessible or will be made accessible. Applications that do not clearly indicate that existing support facilities are or will be made accessible may receive a lowered score.

 The site development plan is a very important part of your application because universal accessibility is dependent on not only the facilities themselves, but also on the access routes to them and the integration of universally accessible facilities within the overall project site.

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

## 2. PROJECT LOCATION MAP

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

## 3. DOCUMENTATION OF MATCH SOURCES

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

- If any portion of the match is to be made up of funds from **other grant funding sources**, include a copy of the notification of award and information on the scope of work and budget provided in the other grant application.
- If any portion of the match is to be made up of **cash, labor, or material donations**; include a letter from each donor committing to their donation.
- If the donor is an **adjacent community** contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.
- For **land donations**, the letter from the donor must commit to a percentage of the fair market value of the property (as determined by appraisal and approved by the DNR) and a cash value.
- General Fund and force account labor should be committed within the certified resolution of the governing body.

## 4. ADVANCE NOTICE OF A PUBLIC MEETING


Include a copy of the newspaper advertisement or other means that your community used to notify your citizens, including people with disabilities, about the public meeting to discuss and comment on the project. The notice must advise the reader that the community is considering an MNRTF grant application and include a brief description of the proposed project, including the specific location of the project. The meeting must be held within six months prior to submitting an application.

## 5. MINUTES OF THE PUBLIC MEETING

Include a copy of the complete set of minutes from the meeting held to receive public comment about the project. The minutes must include the comments made by the public on the project. If the meeting included several topics, highlight the relevant section(s). If there was opposition to the project expressed at the meeting, the application should include a discussion of the steps taken or that will be taken to address the concerns raised.

## 6. MINUTES OF OTHER PUBLIC MEETINGS

Include documentation from any other public meetings or workshops held to discuss and receive comment on the proposed project.

-  Include documentation from meetings with disability advocates, people with disabilities, and other potential user groups and letters of support for the project from those groups to demonstrate your success in including public comments into the design of your project to enhance accessibility and universal design.

## 7. LETTERS OF SUPPORT

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

## 8. CERTIFIED RESOLUTION

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

- List and commit to the match, either as a dollar amount or as a percentage of the total project cost, and to all source(s) of match as specified in the application;
- Be sealed or otherwise authenticated.

## 9. DOCUMENTATION SUPPORTING THE POPULATION OF SEASONAL RESIDENTS CLAIMED

To document that your proposed project will serve a seasonal resident population, submit tax rolls or other documentation that establishes the number of seasonal residents in your community.

## 10. ENVIRONMENTAL REPORT AND OTHER DOCUMENTATION RELATED TO CONTAMINATION AT THE PROJECT SITE

If you answer “yes” or “unknown” to the questions in Section D of the application form, you must prepare an environmental report to be included in the application. It may be appropriate to engage the services of an environmental consultant to prepare this information. If the assessment and cleanup will be conducted or funded by someone other than the applicant (such as the liable party), also include in the application package a written commitment from this entity.

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

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

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

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

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

### **11. CORRESPONDENCE REGARDING PERMITTING ISSUES**

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

### **12. NOTICE OF INTENT FORM (PR 5750-2) AND ACCOMPANYING LETTER**

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

### **13. SITE PHOTOGRAPHS**

Photographs, digital images, or photocopies can show important natural features, existing development, and surrounding land uses. **Digital images emailed to your regional representative or submitted on a CD are preferred.** Pictures should be labeled to indicate what is in the picture, the compass direction and how the picture relates to the site plan, such as the placement of proposed new facilities.

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

Your application may be significantly strengthened if you provide written documentation from an expert on:

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

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

- Michigan Department of Natural Resources fish and wildlife biologists,

- Ecological consultants,
- Regional land trust or conservancy staff, and
- Members of amateur clubs and organizations, such as a local birding or sportsman's club.

**The following items are required for acquisition applications only:**

**1. PLAT OR PARCEL MAP**

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

**2. COPY OF A DRAFT EASEMENT FOR PURCHASES OF LESS THAN FEE SIMPLE TITLE**

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

**The following items are required for development applications only:**

**1. BOUNDARY MAP**

Boundary maps should clearly define the boundary of the area under legal ownership or control of the applicant. In other words, the area described in the deed, lease or easement for this site. The boundary map and site development plan can be the same document as long as the boundary is clearly highlighted. Use permanent landmarks like streets and water bodies, as well as dimensions to clearly define the area. The boundary map must match the area described in the *Documentation of Site Control Form*. This map, in conjunction with the site control form and documentation, is used to determine if you have adequate control over the property to be developed.

**2. PRELIMINARY FLOOR PLANS AND ELEVATIONS**

If the proposed project includes any buildings or structures, such as pavilions, restrooms, or bridges, the application must include basic floor plans and elevations for these structures and any universally accessible design features. They do not have to be measured drawings, but should show the relevant structures and approximate dimensions. Catalogue drawings or illustrations are acceptable.

**3. DOCUMENTATION OF SITE CONTROL FORM (PR5750-4)**

Indicate the type of control you currently hold, or will hold by the time the project agreement is issued. **Leases and non-perpetual easements will only be allowed if the lessor is also a unit of government legally constituted to provide public recreation, and the lease contains language that the lessor would assume all grant obligations for the grant-assisted area, including keeping the grant-assisted area open for public outdoor recreation in perpetuity.** The length, terms, and conditions of leases or easements are subject to Department approval. In addition, leases or easements cannot have conditions that interfere with your ability to provide public access and use of the site and project facilities.

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

TYPE OF CONTROL	DOCUMENTATION NEEDED
<b>Fee Simple Title</b>	<i>Documentation of Site Control Form</i> with property description and signature from the applicant's attorney or a local official with authority to verify that the information is correct.
<b>Proposed Fee Simple Title</b>	<i>Documentation of Site Control Form</i> with property description and signature from applicant's attorney or a local official with authority to verify that the information is correct. Also, a written commitment signed by the landowner to transfer full ownership (fee simple title) to the applicant immediately upon a grant award. The commitment should provide a description of the property to be transferred and describe the terms of the transfer and any conditions that must be met before or after the transfer. In most cases, applications dependent upon the applicant purchasing the site will be considered ineligible, unless the applicant can demonstrate that the owner has made an unconditional commitment to sell the property by a specific date and the applicant has documented that they have the funds available for immediate purchase. <b>If the site to be developed is in the process of being acquired with previously approved grant assistance, the development application will not be eligible until the acquisition project is complete.</b>
<b>Less-Than-Fee Simple Ownership</b>	<i>Documentation of Site Control Form</i> with property description and signature from applicant's attorney, verifying that the applicant has adequate rights to develop the site consistent with the grant proposal and that the rights not held by the applicant, including mineral rights, will not interfere with the applicant's short- and long-term grant obligations. If grant is awarded, a copy of the recorded deed will also be required prior to project agreement execution.
<b>Current or Proposed Lease or Easement</b>	<i>Documentation of Site Control Form</i> with property description and signature from applicant's attorney, verifying that the applicant has adequate control to develop the site consistent with the grant proposal and that the rights retained by the lessor will not interfere with the applicant's short- and long-term grant obligations. <b>Leases and non-perpetual easements will only be allowed if the lessor is also a unit of government legally constituted to provide public recreation, and the lease contains language that the lessor would assume all grant obligations for the grant-assisted area, including keeping the grant-assisted area open for public outdoor recreation in perpetuity.</b> If the lease has not yet been executed, a copy of the draft lease and a letter of commitment from the landowner are required.



## CHAPTER 4: APPLICATION SCORING CRITERIA

There are ten core criteria for evaluating development applications and nine core criteria for evaluating acquisition applications. In addition, the MNRTF Board has chosen three priority project types to be used to score 2010 applications to the MNRTF Program. An application may only earn points under one of the priority project types. All core criteria and priority project types are listed below, along with a brief description of the factors used to score each one.

For more detailed information on the application scoring criteria, we encourage you to request and review a copy of the evaluation worksheet used by Grants Management to score recreation grant applications. You may want to use it to evaluate your own application to look for opportunities to improve it before submitting it to the Department.

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

### DEVELOPMENT APPLICATION SCORING CRITERIA

<b>1. NEED FOR PROJECT</b>	
A. Rationale for the Project: The proposed project is consistent with the community/state recreation plan's goals and objectives and is adequately justified in terms of the need for additional facilities of the type proposed and the availability of the proposed type of facility in the region was evaluated (as appropriate).	20
B. Collaboration: The plan (or application) was developed through collaboration with adjacent communities and school districts.	20
C. Public Support: The application/recreation plan demonstrates that the proposed project is widely supported in the community/region. Also, there is minimal public opposition to the proposed project or applicant is working to address the concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	20
<b>Maximum Possible Points (A + B + C)</b>	<b>60</b>
<b>2. SITE AND PROJECT QUALITY</b>	
A. Ability to Get to the Site—The amount of directional signage is adequate for the type of park. The park site is easily recognized as a public park or outdoor recreation land. The park can be directly and safely accessed and is appropriately located for the type of project. For urban projects, site is on a public transportation route.	20
B. Compatibility—Site is compatible with its intended purpose and the proposed site design. Site design is clear and understandable.	20
C. Renovation--Project involves renovation or redevelopment at an existing park site. Renovation projects needed as a result of inadequate maintenance or design do not qualify for these points.	20
D. Use of Environmentally Friendly Materials and Innovative Technology	20
E. Crime Prevention and Safety Measures—Potential safety issues have been addressed.	20
F. Programming/Marketing—The applicant has addressed how they will make the	20

public aware of the project.	
<b>Maximum Possible Points (A + B + C + D + E + F)</b>	<b>120</b>
<b>3. APPLICANT HISTORY</b>	
A. Per capita <u>development</u> grant assistance (MNRTF, LWCF, Recreation Bond Fund, CMI) received by the applicant in the past 20 years exceeds the median value awarded to all communities over the past 20 years (excluding withdrawn projects).	0
B. Per capita development grant assistance (MNRTF, LWCF, Recreation Bond Fund, CMI) received by the applicant in the past 20 years is less than the median value awarded to all communities over the past 20 years (excluding withdrawn projects).	20
C. Applicant has not received a development grant from the recreation grant program in the past 20 years (MNRTF, LWCF, Recreation Bond Fund, CMI).	40
D. Compliance with Program Procedures—the applicant is in compliance with all requirements at park sites that have been acquired or developed with recreation grant assistance in the past—including signage requirements (waived for MNRTF projects until signs are available). Also, the applicant has complied with Department procedures while completing grant-assisted projects (acquisition and development) awarded in the past 6 years. Give points if the applicant has never received a grant.	10
E. Applicant has not closed, sold, or otherwise transferred use or control of <u>any</u> park or recreation facility for non-public recreation purposes within the past 5 years; OR applicant has closed, sold, or otherwise transferred use or control of any park or recreation facility for non-public recreation purposes within the past 5 years but has provided a compelling reason for the action OR applicant has completed mitigation.	10
F. Applicant has a formal recreation department/DNR division or parks committee.	10
<b>Maximum Possible Points (A or B or C) + D + E +F</b>	<b>70</b>
<b>4. NATURAL RESOURCE BASED RECREATION OPPORTUNITIES</b>	
Examples:     -- Hunting                -- Nature observation/interpretation -- Fishing                 -- Water access (boating, swimming, etc.)	
A. Project proposes the highest quality natural resource based recreation opportunities or will provide an opportunity that is rare or nonexistent in the applicant's service area.	40
B. Project proposes good quality natural resource based recreation opportunities or will provide highest quality opportunities that are already present in the applicant's service area.	20
C. Project proposes fair quality natural resource based recreation opportunities or will provide good quality opportunities that are already present in the applicant's service area.	10
<b>Maximum Possible Points (A or B or C)</b>	<b>40</b>
<b>5. FINANCIAL NEED OF THE APPLICANT</b>	
A. Upper one-third median household income (greater than \$44, 667)*	0
B. Middle one-third median household income (\$35,735 - \$44,667)*	20

C. Lowest one-third median household income (up to \$35,734)*		40		
*Grant Coordinator may consider the median household income of the population to be served by the proposed project in lieu of the applicant's MHI				
<b>Maximum Possible Points (A or B or C)</b>		<b>40</b>		
<b>6. URBAN AREA RECREATION OPPORTUNITIES (PARKS WITHIN URBAN BOUNDARIES AS DEFINED BY THE U.S. CENSUS BUREAU)</b>				
A. Park is within the political boundaries of a core or inner ring city for a Metropolitan Statistical Area.		40		
B. Park is within the Urbanized Area for a Metropolitan Statistical Area		30		
C. Park is within the political boundaries of a core city for a Micropolitan Statistical Area		20		
D. Park is within an Urbanized Cluster--areas surrounding the core city of a Micropolitan Statistical Area or other, smaller communities defined as Urban Clusters.		10		
<b>Maximum Possible Points (A or B or C or D)</b>		<b>40</b>		
<b>7. APPLICANT MATCH</b>				
<b>Local Match Percentage</b>	<b>Top ~2% Median Household Income*</b>	<b>Top 1/3<sup>rd</sup> MHI</b>	<b>Middle 1/3<sup>rd</sup> MHI</b>	<b>Bottom 1/3<sup>rd</sup> MHI</b>
0-25%	0	0	0	0
26-29%	0	0	5	10
30-39%	0	5	10	20
40-49%	5	10	20	30
50%+	10	20	30	40
* Those communities with Median Household Income values greater than \$80,000				
<b>Maximum Possible Points</b>				<b>40</b>
<b>8. ENTRANCE FEES</b>				
A. Entrance fees in place with no waiver				0
B. Entrance fees in place with partial or full waiver but effectiveness in bringing people with low incomes into the park is questionable; OR Park entrance fees are waived, reduced, or by-donation-only on a regular basis for all users.				15
C. No entrance fees; OR Site is readily accessible by methods other than the automobile (applicant must demonstrate this through site records or other means) and there is no entrance fee when using these alternative methods to get to the park (e.g., public transportation, bicycle, walk-in); OR Entrance fees in place with partial or complete waiver available and applicant can demonstrate that the waiver policy is effective in bringing people with low incomes into the park.				30
<b>Maximum Possible Points (A or B or C)</b>				<b>30</b>

<b>9. UNIVERSAL DESIGN</b>	
A. The applicant obtained information on persons with disabilities in their community or the state and gathered comments regarding recreation interests and accessibility needs. The applicant has documented how the ideas/suggestions gathered from the public input process influenced the design of the proposed project.	10
B. The proposed project demonstrates the incorporation of universal design. Any previously-existing support facilities comply with ADA requirements.	20
<b>Maximum Possible Points (A + B)</b>	<b>30</b>
<b>10. OIL AND GAS IMPACTED AREAS</b>	
A. 1-50 wells	10
B. 51-300 wells	15
C. Over 300 wells	20
<b>Maximum Possible Points (A or B or C)</b>	<b>20</b>
<b>TOTAL POSSIBLE POINTS UNDER CORE DEVELOPMENT CRITERIA 1-10</b>	<b>490</b>

## ACQUISITION APPLICATION SCORING CRITERIA

<b>1. NEED FOR PROJECT</b>	
A. Rationale for the Project—The proposed project is consistent with the community/state recreation plan’s goals and objectives and is adequately justified in terms of the need for additional protection of its <b>natural resources and the public’s right to access the site.</b>	20
B. Collaboration—The plan (or application) was developed through collaboration with stakeholders that may include adjacent communities, non-profit organizations, user groups, and other entities as appropriate.	20
C. Public Support—The application/recreation plan demonstrates that the proposed project is widely supported in the community/region. Also, there is minimal public opposition to the proposed project or applicant is working to address the concerns. Opposition based primarily on the desire to keep the public from the state’s natural resources will not be considered.	20
<b>Maximum Possible Points (A + B + C)</b>	<b>60</b>
<b>2. SITE AND PROJECT QUALITY</b>	
A. Compatibility—Site is compatible with its intended purpose. Site is compatible with the proposed site design, if the site is to have developed facilities in the future. Site design is clear and understandable.	20
B. Ability to Get to the Site—The park can be directly and safely accessed and is appropriately located for the type of project. For urban projects, site is on a public transportation route.	20
B. Programming/Marketing—the applicant has addressed how they will make the public aware of the project.	20
C. Green Infrastructure—Proposed project is part of a green infrastructure plan for the community, region, or eco-region.	20
D. Property will be purchased fee simple.	20
<b>Maximum Possible Points (A + B + C + D + E)</b>	<b>100</b>
<b>3. APPLICANT HISTORY</b>	
A. Per capita <u>acquisition</u> grant assistance (MNRTF, LWCF) received by the applicant exceeds the median value awarded to all communities (excluding withdrawn projects).	0
B. Per capita acquisition grant assistance (MNRTF, LWCF) received by the applicant is less than the median value awarded to all communities (excluding withdrawn projects).	20
C. Applicant has never received an acquisition grant from the recreation grant program (MNRTF, LWCF).	40
D. Compliance with Program Procedures—the applicant is in compliance with all requirements at park sites that have been acquired or developed with recreation grant assistance in the past—including signage requirements (waived for MNRTF projects until signs are available). Also, the applicant has complied with Department procedures while completing grant-assisted projects (acquisition and development) awarded in the past 6 years. Give points if the applicant has never received a grant.	10

E. Applicant has not closed, sold, or otherwise transferred use or control of any park or recreation facility for non-public recreation purposes within the past 5 years; OR applicant has closed, sold, or otherwise transferred use or control of any park or recreation facility for non-public recreation purposes within the past 5 years but has provided a compelling reason for the action OR applicant has completed mitigation.	10
F. Applicant has a formal recreation department/DNR division or parks committee.	10
<b>Maximum Possible Points (A or B or C) + D + E + F</b>	<b>70</b>
<b>4. NATURAL RESOURCE PROTECTION AND USE</b>	
A. The project will effectively protect the most imperiled or desired natural resources, such as the rarest species or community types, important bird areas, land that will become part of the Pigeon River Country SF, and areas for natural resource-based recreation that would address an existing need.	60
B. Project will effectively protect imperiled or desired natural resources, but the need for protection/access is not as dire or the amount of protection offered by the project is not as great.	40
C. Project will contribute towards the protection of imperiled or desired natural resources.	20
D. Project will provide a good quality hunting, fishing, or wildlife viewing opportunity.	20
<b>Maximum Possible Points (A or B or C) + D</b>	<b>80</b>
<b>5. FINANCIAL NEED OF THE APPLICANT</b>	
A. Upper one-third median household income (greater than \$44, 667)*	0
B. Middle one-third median household income (\$35,735 - \$44,667)*	20
C. Lowest one-third median household income (up to \$35,734)*	40
*Grant Coordinator may consider the median household income of the population to be served by the proposed project in lieu of the applicant's MHI	
<b>Maximum Possible Points (A or B or C)</b>	<b>40</b>
<b>6. URBAN AREA RECREATION OPPORTUNITIES (PARKS WITHIN THE URBAN BOUNDARIES DEFINED BY THE U.S. CENSUS BUREAU)</b>	
A. Park is within the political boundaries of a core city or inner ring city for a Metropolitan Statistical Area.	40
B. Park is within the Urbanized Area for a Metropolitan Statistical Area.	30
C. Park is within the political boundaries of a core city for a Micropolitan Statistical Area.	20
D. Park is within an Urbanized Cluster--areas surrounding the core city of a Micropolitan Statistical Area or other, smaller communities defined as Urban Clusters.	10
<b>Maximum Possible Points (A or B or C or D)</b>	<b>40</b>

<b>7. APPLICANT MATCH</b>				
<b>Local Match Percentage</b>	<b>Top ~2% Median Household Income*</b>	<b>Top 1/3<sup>rd</sup> MHI</b>	<b>Middle 1/3<sup>rd</sup> MHI</b>	<b>Bottom 1/3<sup>rd</sup> MHI</b>
0-25%	0	0	0	0
26-29%	0	0	10	15
30-39%	0	10	20	30
40-49%	10	20	30	45
50%+	20	30	40	60
* Those communities with Median Household Income values greater than \$80,000				
<b>Maximum Possible Points</b>				<b>60</b>
<b>8. ENTRANCE FEES</b>				
A. There will be an entrance fee with no waiver.				0
B. There will be an entrance fee with partial or full waiver but effectiveness in bringing people with low incomes into the park is questionable; OR Park entrance fee will be waived, reduced, or by-donation-only on a regular basis for all users.				15
C. No planned entrance fee; OR Site will be readily accessible by methods other than the automobile and there will be no entrance fee when using these alternative methods to get to the park (e.g., public transportation, bicycle, walk-in); OR There will be an entrance fee with partial or complete waiver available and the waiver policy is likely to be effective in bringing people with low incomes into the park.				30
<b>Maximum Possible Points (A or B or C)</b>				<b>30</b>
<b>9. OIL AND GAS IMPACTED AREAS</b>				
A. 1-50 wells				10
B. 51-300 wells				15
C. Over 300 wells				20
<b>Maximum Possible Points (A or B or C)</b>				<b>20</b>
<b>TOTAL POSSIBLE POINTS UNDER CORE ACQUISITION CRITERIA 1-9</b>				<b>500</b>
<b>PRIORITY PROJECT TYPES OF THE MNRTF BOARD</b>				
Listed are the maximum possible points that may be earned under each priority project type. An application may earn points under only <u>one</u> of the priority project types. Factors used to score applications, and their associated points, will be developed and available for review on the evaluation worksheet.				
1. Trails				<b>50</b>
2. Wildlife/Ecological Corridors and Winter Deeryard Acquisitions.				<b>50</b>
3. Project is located within an Urban Area.				<b>50</b>



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

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

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

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

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

On August 6, 2002, Michigan residents approved Proposal 2. This amendment to Article IX allows the MNRTF to invest in a wider array of investments, raises the current cap on the maximum allowable amount from \$400 million to \$500 million, and allows up to one-third of the Trust Fund revenues to be spent annually until the principal reaches \$500 million.

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

The MNRTF will accumulate revenue on a continuous basis until the fund contains the sum of \$500 million, excluding interest. All interest accrued on the fund each fiscal year plus one-third of the revenues (until the principal reaches \$500 million) may be used for acquisition of land or rights in land and for development. The program's operating expenditures, as well as taxes on lands acquired for state ownership through this program, are paid by the Trust Fund.

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

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

## **PROGRAM GOALS**

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

The five goals, as prioritized by the Board, are:

1. Resource Protection
2. Water Access

3. Community Recreation
4. Urban Recreation
5. Economic Development

**Resource Protection Goal:**

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

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

**Water Access Goal:**

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

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

**Community Recreation Goal:**

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

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

**Urban Recreation Goal:**

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

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

**Economic Development Goal:**

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

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

### **Additional Priorities of the Board:**

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

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

## **TRUST FUND BOARD POLICIES**

The MNRTF Board has adopted policies and procedures for a number of issues pertaining to MNRTF applications and funded projects. Since October 1999, Department staff has been working with the Board to review and update these policies and to compile specific implementation procedures in support of each policy. All policies are subject to review and may be updated periodically. Board policies for which detailed procedures have been adopted are noted.

### **90.1 Acquisition Land in Public Ownership**

The MNRTF Board will not assist in the acquisition of any land that is already owned by a unit of government, including school district or any special district established by a local unit of government, except where state or federal law requires that disposal of land be done by way of sale at fair market value. (1-10-90)

### **91.1 Land Donations as Match**

The MNRTF Board will allow the difference between the fair market value (FMV) of a property and the amount of cash compensation provided at closing (i.e., a donation of land value by the landowner(s)) to meet all or a portion of the grant recipient's (grantee) match requirement when:

- a. The fair market value is based on a Department of Natural Resources-approved appraisal conducted according to Department standards.
- b. The amount of cash compensation is less than the Department-approved FMV.
- c. The amount of cash compensation has been approved in writing by the grantee and the landowner(s) prior to the closing.
- d. The use of land donation as all or part of the landowner's match is properly documented in a grant application.

The Board shall adopt procedures that further define and delineate the implementation of this policy. (4-17-91, amended 12/13/00)

### **92.2 Entry Signs, MNRTF Sign, and Recognition Requirements**

All grantees are required to install and maintain a permanent MNRTF sign on the project area or in a prominent place where it can easily be viewed by the public. In addition, the MNRTF Board requires all MNRTF-assisted sites to have a clearly visible and appropriately placed entry sign that indicates the site is open to the general public. If a park entry sign does not exist, the recipient shall construct an entry sign. In the limited number of situations where there is no identifiable entry point to the project area, such as additions to large natural areas, game areas, and state forests, the recipient may request

Board approval to modify the entry sign and MNRTF sign requirement and implement alternative recognition measures approved by the Department of Natural Resources and the Board. MNRTF recipients are also encouraged to use other methods to acknowledge the role and importance of the MNRTF to our public lands and recreation legacy. The Board shall adopt procedures that further define and delineate the implementation of this policy. (10/14/92, amended 4/25/01)

### **92.3 Site Names – BOARD POLICY RESCINDED MAY 6, 2009**

The MNRTF Board will not assist in any acquisition or development project where the site will be named in honor of a person either living or deceased. Funding recipients may ask the MNRTF Board for a waiver to this policy when they propose to name the site after an individual or organization that has made a significant financial contribution (including donation of land value) toward completion of the MNRTF project. The Board shall adopt procedures that further define and delineate the implementation of this policy. (12/16/92, amended 4/25/01)

### **93.1 Contaminated Properties**

The MNRTF Board will not assist in the purchase or development of any property which is found to contain a level of contamination that, upon determination of the Department of Natural Resources, would render the property unacceptable for its planned development and use or that would have a measurably negative impact on the overall public recreation and/or resource protection values of the site. In making its determination, the Department will take into consideration documentation provided by the applicant regarding the response activities that will be undertaken prior to completion of the acquisition or development. The Board shall adopt procedures that further define and delineate the implementation of this policy. (2/10/93, amended 12/13/00)

### **94.1 Use and Conversions of MNRTF Project Areas**

Property acquired or developed with MNRTF assistance, including both state and local projects, shall be retained and preserved in its natural state, including development needed to provide for outdoor public recreation use as set forth in the MNRTF application. Property acquired or developed with MNRTF assistance shall not be wholly or partially converted to other than public outdoor recreation use without the approval of the Department of Natural Resources and MNRTF Board and the implementation of mitigation measures approved by the Department and the Board. The Board shall adopt procedures that further define and delineate the implementation of this policy. (10-19-94; amended 11/12/97, 5/24/00 and 2/22/06)

### **95.1 Applicant's Stewardship of Their Existing System**

Evaluation of MNRTF applications will include an assessment of the applicant's commitment to parks and recreation, and stewardship of their existing parks and recreation system. Applicants are required to include information in their grant application on major changes made to their parks and recreation system in the last five years. Based on information in the grant application and otherwise available to the Department of Natural Resources and/or the MNRTF Board, the MNRTF Board may elect to deny funding to an applicant with a poor stewardship history. The Board shall adopt procedures that further define and delineate the implementation of this policy. (4/19/95, amended 10/3/01)

### **97.1 Board Support for Hunting**

The MNRTF Board supports hunting, and gives priority through its criteria to projects that support properly regulated and managed hunting such as the acquisition of land and/or the development of recreation facilities. The Board believes strongly that hunting should not be an excluded use on property that is legally and practically suitable for hunting. For those proposed projects in locations where it is not clear whether hunting will be practical or legal, staff will provide the Board a report for each project, prior to the Board's funding support of a project. (2/19/97)

Note: This policy was reviewed and confirmed as written by the MNRTF Board on April 25, 2001. No implementation procedures have been adopted. The policy is reflected in the MNRTF evaluation criteria.

## 00.1 Project Changes

Changes to MNRTF-assisted projects, including both state and local grants, both during and after project completion, require prior approval of the Department of Natural Resources and, as appropriate, the MNRTF Board. The Board shall adopt procedures that further define and delineate the implementation of this policy. (5/24/00)

## 00.2 Project Agreements

Local units of government approved to receive an MNRTF grant must enter into a Project Agreement with the Michigan Department of Natural Resources to be eligible for grant funds. Project Agreements should include provisions determined appropriate by the Board and the Department, including the corrective actions the Department and the Board may take upon violation of the Agreement by the grantee. The Board shall adopt procedures that further define and delineate the implementation of this policy. (5/24/00)

## 00.3 Acquisition through Eminent Domain

The MNRTF will not participate in the acquisition of land through eminent domain or any other method whereby all aspects of the sale are not voluntary on the part of the landowner(s). The MNRTF is based on the principle of "willing seller/willing buyer." The Board shall adopt procedures that further delineate the implementation of this policy. (7/19/00)

## MNRTF LAND NOMINATIONS

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

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

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

Individuals interested in nominating a property for Department ownership should keep in mind that the Department generally favors acquisition of land that is contiguous to existing Department-managed areas, such as state parks and recreation areas, state game areas, or state forests. Acquisition of privately held inholdings surrounded by Department-owned land is usually a high priority.

- D. Individuals may also contact the Department's Office of Land and Facilities or one of the Department's land managing divisions directly at any time about a land acquisition opportunity and are also encouraged to contact local governments in the area to determine their interest in acquiring the property.



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

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

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

The U.S. Access Board is designated by the Americans with Disabilities Act (ADA) as the agency responsible for developing minimum accessibility guidelines to ensure that new construction and alteration of facilities covered by ADA are accessible and useable by people with disabilities. The Access Board has put out the following guidelines that should be used by *Access to Recreation* applicants to determine the criteria they must exceed to achieve universal accessibility:

- Americans with Disabilities Act Accessibility Guidelines (ADAAG) 2002  
[www.access-board.gov/adaag/html/adaag.htm](http://www.access-board.gov/adaag/html/adaag.htm)
- Recommendations for Accessibility Guidelines for Outdoor Developed Areas  
[www.access-board.gov/outdoor/outdoor-rec-rpt.htm](http://www.access-board.gov/outdoor/outdoor-rec-rpt.htm)

These and other publications available from the Access Board can be ordered at:

[www.access-board.gov/po1.cfm](http://www.access-board.gov/po1.cfm)

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

[www.access-board.gov/links/disability.htm](http://www.access-board.gov/links/disability.htm)

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

### **NATIONAL CENTER ON ACCESSIBILITY**

[www.ncaonline.org](http://www.ncaonline.org)

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

National Center on Accessibility  
501 North Morton Street - Suite 109  
Bloomington, IN 47404-3732  
Voice: (812) 856-4422 TTY: (812) 856-4421 FAX: (812) 856-4480  
Comments: [nca@indiana.edu](mailto:nca@indiana.edu)

## **THE CENTER FOR UNIVERSAL DESIGN**

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

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

The Center for Universal Design  
College of Design  
North Carolina State University  
Campus Box 8613  
Raleigh, NC 27695-8613  
Voice: (919) 515-3082 FAX: (919) 515-8951  
Info Line: (800) 647-6777

## **GREAT LAKES ADA CENTER**

[www.adagreatlakes.org](http://www.adagreatlakes.org)

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

DBTAC: Great Lakes ADA Center  
University of Illinois at Chicago  
Institute on Disability & Human Development (MC 728)  
1640 West Roosevelt Road, Room 405  
Chicago, IL 60608  
Voice/TTY: (312)-413-1407 FAX: 312-413-1856

## **MICHIGAN DISABILITY RESOURCES**

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

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

## **U. S. NATIONAL PARK SERVICE/EPPLEY INSTITUTE FOR PARKS AND PUBLIC LANDS**

[www.parktraining.org](http://www.parktraining.org)

A free, one-hour e-course on the principles of Universal Design has been developed for park and recreation practitioners by the Eppley Institute for Parks and Public Lands in conjunction with the U. S. National Park Service.

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

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

Type of Recreation Facility	Universal Access Design Considerations:
<b>Trail: nature trail, walkway, pathway, etc.</b>	<ul style="list-style-type: none"> <li>- wider width so two people can walk side by side or people can pass</li> <li>- unitary surface like concrete, boardwalk or asphalt, crushed aggregate/screenings that have been “stabilized” or natural soils enhanced with soil stabilizers</li> <li>- transition plates between trail and pedestrian bridges, decks, etc.</li> <li>- contrasting color treatment of the surface and textured surface treatments such as brushed concrete at intersections or interpretive stations to cue people who have vision impairments that there is something to pay attention to at that spot</li> <li>- close to level cross slopes (side to side) and very gentle running slopes, no steep sections, larger (greater than 60”X60”)level areas at all turns and intersections</li> <li>- thoughtfully laid out on the site to maximize the experience with minimal difficulty</li> <li>- accessible amenities such as benches, restrooms (port-a-johns), drinking fountains, etc.</li> </ul>
<b>Boardwalk:</b> wetland and water access	<ul style="list-style-type: none"> <li>- wider width so two people can walk side by side or people can pass</li> <li>- edge treatment to prevent roll/step off</li> <li>- if side rails <b>all</b> lowered for easy viewing</li> <li>- interpretive information in a variety of alternative formats such as auditory, large print, Braille, pictures, etc.</li> </ul>
<b>Nature center:</b>	<ul style="list-style-type: none"> <li>- all interpretive information in a variety of alternative formats such as auditory, large print, Braille, pictures, etc.</li> <li>- creative use of technology such as mp3 players for auditory descriptions (this gives the info. directly to the individual) closed loop assistive listening devices and closed circuit captioning of all interpretive presentations</li> <li>- all displays at lowered heights for sitting or standing viewing</li> <li>- <b>all</b> operating mechanisms that are operable with one hand and do not require tight/pinch/grasp/wrist twist to operate.</li> </ul>

Type of Recreation Facility	Universal Access Design Considerations:
<b>Beach:</b>	<ul style="list-style-type: none"> <li>- <b>routes</b> over the beach and into the water, can be portable/temporary matting if it needs to be taken in and out for beach cleaning/dragging or in the off season</li> <li>- <b>wide</b> enough for side by side walking/passing</li> <li>- at beach route end have an accessible area at the waters edge large enough to park multiple chairs while the owners are in the water</li> <li>- with a transfer system at the waters edge so people can get down to the ground level and into the water.</li> </ul>
<b>Fishing dock/pier and observation/viewing decks:</b>	<ul style="list-style-type: none"> <li>- <b>all</b> lowered rails all the way around so everyone can fish from anywhere or no rails at all with only an edge treatment to prevent roll off</li> <li>- sitting benches (all with backs and arm rests) scattered about so anglers can choose to sit or stand to fish</li> <li>- tackle box stands next to one bench end (not both) leaving one end clear space for sitting side by side with someone in a wheelchair</li> <li>- a variety of fish landing cutaways strategically placed</li> <li>- variety of accessible opportunities—over-water fishing, shore fishing, in-water fishing, etc.</li> <li>- transition plates between access route and deck/pier</li> </ul>
<b>Canoe/kayak/boat launch:</b>	<ul style="list-style-type: none"> <li>- wider route so someone can hand wheel boat on dolly to launch pulling boat next to them if they are in a wheelchair or two person carry down</li> <li>- accessible surface to waters edge and into water at launch</li> <li>- more gentle slopes for easier entry and exit when hand wheeling a boat</li> <li>- some type of “rack” to stabilize boat at a transferable height then some type of mechanism/roller system to move, while seated in the boat, into the water</li> <li>- some means of transfer assistance such as overhead bars</li> <li>- some type of wench system to help pull boat out of water back into the rack to exit/transfer out.</li> <li>- if there is a dock provide a transfer system on the dock so a person can be seated on the dock to transfer over to a boat in the water that is in some type of a stabilizer rack</li> <li>- adaptive kayaks available for use</li> <li>- shore station with a platform (instead of “V” rack) with a transfer system on the deck of the shore station, located next to a dock so someone could roll/get on the platform and lower it to the right level to transfer into a boat</li> </ul>

Type of Recreation Facility	Universal Access Design Considerations:
<p><b>Campgrounds:</b></p>	<ul style="list-style-type: none"> <li>- all sites and amenities</li> <li>- accessible surface on all sites, including rustic sites</li> <li>- larger spaces to accommodate side lifts on campers and vehicles</li> <li>- accessible tables, grills, and fire rings on all sites</li> <li>- centrally located restrooms on easy routes from each site</li> </ul>
<p><b>Camping Cabins and Yurts:</b></p>	<ul style="list-style-type: none"> <li>- larger clear space and maneuvering spaces in between all furnishings, including when all are in use (beds, tables/chairs with people seated at the table, shelves within lowered reach ranges, lowered wall hooks, etc.)</li> <li>- larger clear space thoughtfully located for typical portable items such as coolers, luggage, equipment/food bins/tubs, etc.</li> </ul>
<p><b>Picnic areas and elements:</b> Pavilions, picnic tables, grills, fire rings, water pumps, etc.</p>	<ul style="list-style-type: none"> <li>- all tables, grills, fire rings, water pumps, etc. accessible</li> <li>- all located on accessible routes</li> <li>- level routes onto pavilions with no changes of level from path to pavilion surface</li> <li>- wider routes and clear space with firm surface around all elements so someone with mobility limits can easily move around the element (table, grill, etc.)</li> <li>- a variety of table styles, some with clear sitting space on the side, some with extended table tops on the end</li> <li>- some fixed tables to ensure they remain accessible (not moved off into a grassy or sandy area, etc.)</li> <li>- clear space all around each element so people can approach and use the grill, fire ring, etc. from the front, back and either side</li> <li>- grills you can lower/raise the cooking surface with one hand</li> <li>- raised fire building surfaces so you can place wood without leaning too far over from a standing or seated position</li> </ul>
<p><b>Archery range:</b></p>	<ul style="list-style-type: none"> <li>- <b>all</b> stations</li> <li>- route to retrieval area for each target</li> <li>- targets also usable with cross bows</li> <li>- arrow back stop to limit retrieval distance</li> <li>- larger maneuvering spaces to accommodate archers with shooting assistants</li> </ul>

Type of Recreation Facility	Universal Access Design Considerations:
<p><b>Playgrounds:</b></p>	<ul style="list-style-type: none"> <li>- Ramps <b>and</b> transfers</li> <li>- has both ramp and transfer access to <b>all</b> play components</li> <li>- ramps to every “getting on spot” or “sit/stand &amp; do it spot” of every play component</li> <li>- transfer system from the ground up to the main deck located near the exits of slides and climbers furthest from the ramp onto the structure</li> <li>- only unitary safety surface such as poured-in-place or rubber tiles NOT any loose fill materials likes shredded rubber, wood chips, engineered wood fiber, or any other non-unitary surface material</li> <li>- on deck transfer platform at the entry point of every slide</li> <li>- on deck transfer platform with one open transfer side and one side with transfer steps to every entry/exit point of every climber, so kids climbing up can get down to the deck to move to another component, as they may have left an assistive device at the ground</li> <li>- a good variety of things to manipulate that make noise or music, have high contrast/bright colors, games that two kids can play (to foster social interaction), Braille and sign language panels to teach awareness, easy to operate with just one hand with a whole fist (does not require tight/pinch/grasp/wrist twist to operate)</li> <li>- different high contrast colors for decks versus transfers so kids with low vision can perceive a change in level</li> <li>- play panels are located at heights so they can be used from a seated position or standing</li> </ul>
<p><b>Sports fields/courts:</b>  Fields: soccer, football, baseball, etc.  Courts: tennis, basketball, bocce, horseshoes, etc.  Other: skate parks, frisbee golf</p>	<ul style="list-style-type: none"> <li>- routes to both sides of <b>all</b> fields and courts, not just end zones</li> <li>- accessible seating spaces both ground level and elevated if risers/bleachers are provided</li> <li>- accessible seating spaces scattered throughout all viewing areas and levels with companion seating on both sides of the space</li> <li>- all lowered service windows at all concession areas</li> <li>- wider gate openings into court areas (tennis, bocce, basketball) and skate parks to accommodate wider sports wheelchairs</li> <li>- routes to both horseshoe pits and along both sides of the route between pits</li> <li>- level routes onto bocce courts with sitting benches at both ends</li> </ul>

Type of Recreation Facility	Universal Access Design Considerations:
<b>Skiing/sledding hill:</b>	<ul style="list-style-type: none"> <li>- accessible route to top (no steps), possibly using a “magic carpet” lift</li> <li>- level surface for sled mounting at hill top</li> <li>- if staffed, provide ATV transport or have policy that allows personal ATV use</li> <li>- transfer at hill bottom to help transfer down to sled and back up into chair/walker</li> </ul>
<b>Restrooms:</b>	<ul style="list-style-type: none"> <li>- more than the minimum number of accessible units</li> <li>- multiple unisex/single user toilet rooms/units so opposite sex care givers can assist; also good for parents of young children of the opposite sex so kids aren’t sent alone into the multi-user restroom</li> <li>- thoughtfully located near areas of activity such as play areas, beaches, fishing piers, etc.</li> <li>- accessible door pulls and water faucet handles <ul style="list-style-type: none"> <li>- <b>all</b> accessible port-a-johns, again big enough for individual use or care giver/parental assistance.</li> </ul> </li> </ul>
<b>Parking:</b>	<ul style="list-style-type: none"> <li>- more than minimum number of accessible spots</li> <li>- each connected directly to an accessible route to the park elements and NOT into the traffic flow</li> <li>- thoughtfully located nearest the activity entrance, which might require multiple lots (some near the beach, some near the playground, some near the bathhouse, etc.)</li> </ul>

Below is a quick reference to the general minimum requirements for accessible spaces, clearances, reaches, viewing, and operation. These are not specific to types of recreation listed above. You must reference the 2002 *American with Disabilities Act Accessibility Guidelines* and/or the 1999 *Recommendations for Accessibility Guidelines: Outdoor Developed Areas (Final Report)* for the specific type of recreation to find the specific scoping and technical minimum requirements. Websites at which these references can be found are listed in Appendix B.

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

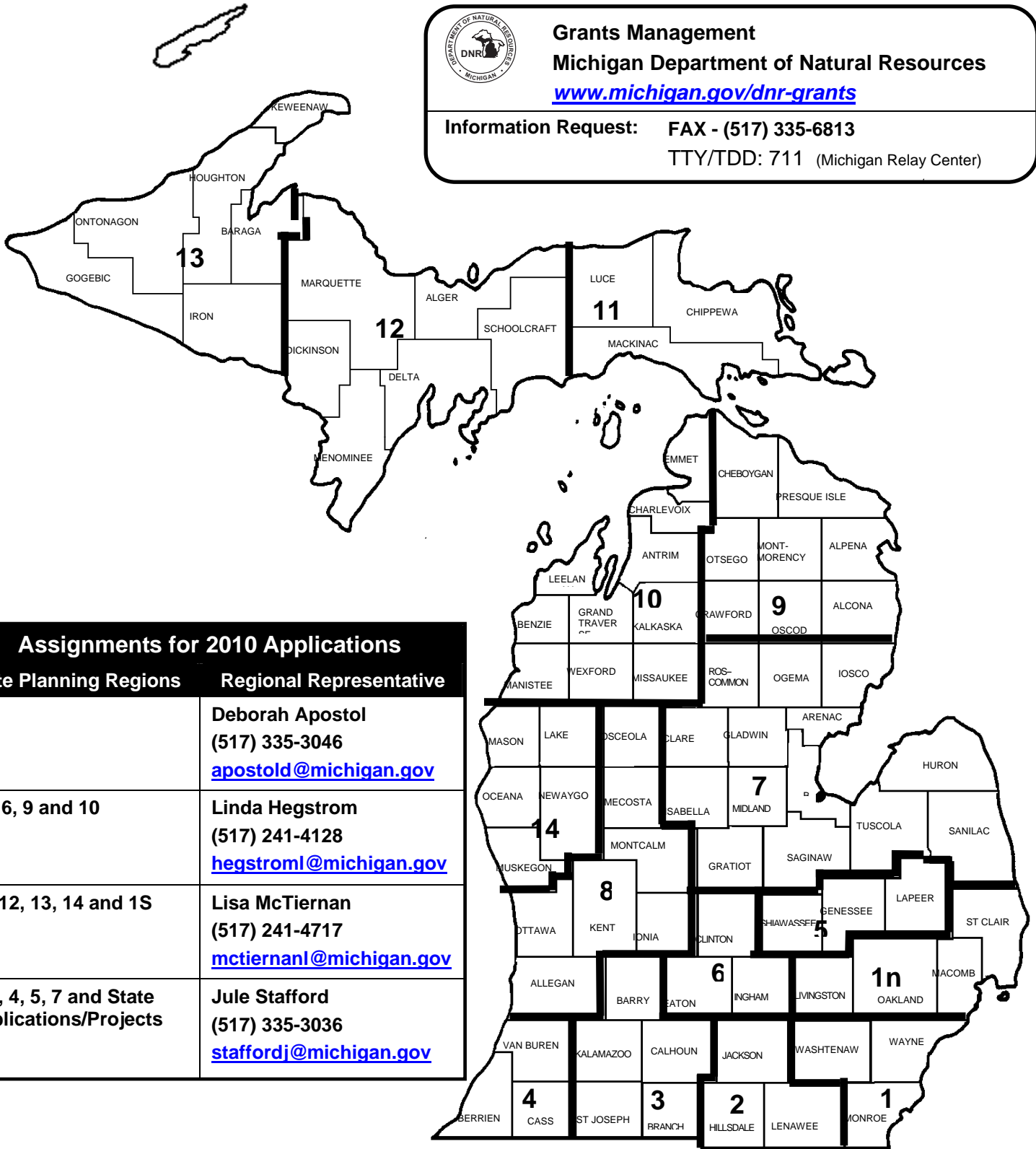


# APPENDIX D: 2010 RECREATION GRANTS REGIONAL REPRESENTATIVES



**Grants Management**  
**Michigan Department of Natural Resources**  
[www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)

**Information Request: FAX - (517) 335-6813**  
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Assignments for 2010 Applications	
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1N, 6, 9 and 10	<b>Linda Hegstrom</b> (517) 241-4128 <a href="mailto:hegstroml@michigan.gov">hegstroml@michigan.gov</a>
11, 12, 13, 14 and 1S	<b>Lisa McTiernan</b> (517) 241-4717 <a href="mailto:mctiernanl@michigan.gov">mctiernanl@michigan.gov</a>
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