

VILLAGE OF  
DECATUR PARKS &  
RECREATION  
COMMITTEE  
MEETING AGENDA

Monday  
February 19, 2024



VILLAGE OF DECATUR  
PARKS & RECREATION COMMITTEE MEETING  
Monday, February 19, 2024 – 4:30PM  
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

---

4:30PM PARKS & RECREATION COMMITTEE MEETING (Action to be taken by PRC on the following agenda items)

**Note: Please be courteous and turn cell phones off during the meeting.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL (Excused Absences if Any)**

**4. PUBLIC COMMENT**

**5. APPROVAL OF CONSENT AGENDA ITEMS**

5A.1 – Approval of the Regular Meeting Agenda for February 19, 2024

5A.2 – Approval of the Regular Meeting Minutes for November 20, 2023

**6. COMMUNICATIONS – PRESENTATIONS & GUEST**

6A.1 –Katie Vanderhulst, Abonmarche

**7. UNFINISHED BUSINESS**

7A.1 – Staff updates on signage for parks and creating a sign design.

7A.2 – Committee review of Public Spaces Community Places.

**8. NEW BUSINESS**

8A.1 – Discussion and invitation for Annual Joint Meeting 2/26/24 at 5:00pm

8A.2 – 2024 DNR Recreation Grant Application Workshop

**9. PUBLIC COMMENTS- SECOND OPPORTUNITY**

**10. PARKS & RECREATION COMMITTEE MEMBER COMMENTS**

**11. ADJOURNMENT**

---

## **PLEASE NOTE**

### **AUDIENCE PARTICIPATION:**

In addition to addressing the PRC during public hearings and under “Public Comment,” members of the audience may address the PRC- please limit your comments to three minutes or less per item. Please step up to the Podium and state your name and address.

The proposed process for items listed under agenda items above shall be as follows:

1. Announcement of the agenda item by the Chairperson.
  2. Verbal report provided by staff.
  3. Chairperson asks PRC members if they have any questions for staff to clarify the staff report.
  4. Motion is made by a PRC member and seconded by another PRC member.
  5. Chair then calls on PRC members to discuss the motion if PRC members wish to discuss.
  6. Chair calls for a vote on the item after discussion has occurred.
-

Village of Decatur  
Parks & Recreation Committee Meeting Minutes  
Monday, November 20, 2023, at 4:30 P.M  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045

I. **Call to Order**

Clerk/Treasurer called the meeting to order at 4:31pm

II. **Pledge of Allegiance**

III. **Roll Call**

Jessica Pelfrey- Chairperson (excused), Janice Benson, Charlene Jackson, Nicky Fassett, Harvey Beute (excused), Shantel Pentland- Administrative Assistant, Megan Duncan- Clerk/Treasurer.

IV. **Public Comment**

None

V. **Approval of Consent Agenda Items**

5A.1 – Pentland offered a motion to approve the consent agenda for November 20, 2023, with support from Benson, carried unanimously 5-0.

5A.2 – Pentland offered a motion to approve the regular meeting minutes from September 18, 2023, with support from Benson, carried unanimously 5-0.

VI. **Presentations & Guest**

Katie Vanderhulst from Abonmarche was in attendance but did not have any updates for the Parks and Recreation Committee.

VII. **Unfinished Business**

No unfinished business

VIII. **New Business**

8A.1 – General discussion among the Parks and Recreation Committee members about the Community Parks and Recreation Plan 2020-2024. 2024 will be for the committee members to evaluate the plan and make recommendations and updates.

IX. **Public Comment- Second Opportunity**

None

X. **Members Comments**

Pentland stated the committee should be visiting each park to see the condition and what needs to be updated. Creating a checklist for plan requirements and to help prioritize projects.

Pentland also asked for volunteers to help with Christmas in the Village that is scheduled for December 3, 2023.

XI. **Adjournment**

Jackson offered a motion with support from Benson to adjourn the meeting at 4:56pm, motion approved 5-0.

Minutes submitted by: Megan Duncan, Village Clerk/Treasurer



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Parks and Recreation Committee  
FROM: Megan Duncan, Clerk/Treasurer  
REVIEWED BY: N/A  
DATE: February 19, 2024

SUBJECT: Committee review of Public Spaces Community Places

### Action Requested:

It is requested that the Parks and Recreation Committee review and discuss Public Spaces Community Places.

### Background:

Public Spaces Community Places is a collaborative effort of the Michigan Economic Development Corporation (MEDC), the Michigan Municipal League (MML), and Patronicity where local residents can use crowdfunding to be part of the development of strategic projects in their communities and be backed with a matching grant from MEDC.

### Attachment(s):

Application Guide  
Qualification Rules



# **PUBLIC SPACES** **COMMUNITY PLACES**

## **APPLICATION GUIDE** **2022-2023**



**MICHIGAN ECONOMIC**  
DEVELOPMENT CORPORATION

## PROGRAM DESCRIPTION

The Michigan Economic Development Corporation, in conjunction with Detroit-based crowdfunding platform Patronicity, and in partnership with the Michigan Municipal League, has developed “Public Spaces Community Places”, a creative placemaking and funding program.

Public Spaces Community Places program is a grant match program that utilizes donation-based crowdfunding to generate public interest and funding to revitalize or create public spaces. By utilizing web-based donations, projects are accessible to anyone willing to donate in real-time. This model we call crowdgranting engages the public as each person plays a part in achieving place-based improvements and instills community pride as residents become invested in their surroundings.

Placemaking projects are aided by Public Spaces Community Places, which assists the fundraising efforts of patrons through a crowdfunding campaign on Patronicity. This creative funding mechanism mobilizes community members to make individual contributions, with the MEDC providing a grant match if the campaign goal is reached. Potential projects must focus on the “activation of public spaces creating community places.” Michigan’s ability to attract and retain young knowledge-based talent is greatly increased by taking advantage of unique placemaking assets in each of our communities, making this funding mechanism even more valuable.

As these projects affect the lives and well-being of entire communities it is important that they establish public awareness, gain local momentum, and earn the support of their “crowd” to hit their goal and maintain a local landmark.

## ELIGIBLE APPLICANTS

Municipalities, L3C’s, and 501(c)(3) nonprofit entities are eligible to apply. Nonprofit entities must have 501(c)(3) status and a State Solicitation License in place before project launch.

## TYPES OF ACTIVITIES ALLOWED

Applications may be submitted for projects that activate public placemaking, or places where people gather and spend time. Before applying for the Public Spaces Community Places program, applicants are encouraged to have established public awareness and local momentum for their project.

Projects that fit this description would include but are not limited to:

- Streetscape Beautification & Walkability
- Public Plaza Development
- Access to Public Amenities (Riverwalks, Canoe Livery, Pier Enhancements)
- Farmer’s Markets, Community Kitchens, Pop-Up Retail/Incubator Space (community or nonprofit)
- Alley Rehabilitation
- Park Enhancements
- Bike Paths & Non-Motorized Infrastructure
- Bandshells & Amphitheaters
- Community Theater Rehabilitation (community or nonprofit)
- Public Wi-Fi
- Place Branding & Event Implementation
- Any other project that activates public space or a community place

\*\*Any event-based activation of public space will be limited to a \$7,500 grant amount. Event-based projects must be taking place over at least 3 months and at least 4 events must occur. Established

festivals and entertainment series are not eligible.

**\*\*\*For any indoor spaces, regular public programming must be included in the plans and a portion of the total PSCP funding may be used to provide such programming.**

- In 2022-2023, we will be expanding the PSCP program to encourage universal design in placemaking projects across Michigan:
  - PSCP will offer additional matching funds, up to \$25,000 above the typical \$50,000 threshold, for new public space projects that are “universally designed”. These projects will be required to obtain a letter of support from a disability advocates group in order to qualify for the additional incentive amount.
  - The program will now also be available to existing public spaces that are upgrading with universal design elements – applicants can request up to a \$50k 1:1 match to make these spaces more accessible to all.
- All public placemaking projects funded through PSCP are expected to meet all required ADA design parameters and wherever possible universal design and accessibility is encouraged

## GRANT DOLLARS

Eligible projects must have a minimum total development cost of \$10,000, where the recipient will crowdfund \$5,000 to receive \$5,000 in MEDC matching funds if the fundraising goal is met. MEDC matching grant funds will be available up to \$50,000 per project, or a total funding goal of \$100,000 needed to complete the space.

“Prior committed funding” constitutes funds provided by a project stakeholder: the local unit of government, a nonprofit entity, private source, or other state or federal agencies, which are committed to the project scope of work before and at the time of application. All projects are encouraged to have prior committed funding before participating in the PSCP program, however, this is not a requirement for projects under \$100,000 in total development cost. Projects must be able to complete development from previously committed funding and crowdfunded dollars along with PSCP match. **Projects over \$100,000 in total development costs must have all other prior committed funding sources in place and will use the PSCP program to fill the remaining gap in development costs needed, up to \$100,000. The funding secured through this program must be the FINAL portion of funds needed to complete and activate the space. See funding scenarios below.**

Projects may only use this program once per project and project site. If approved by Patronicity for a Public Spaces Community Places (PSCP) campaign, an applicant has only one opportunity to potentially capture the PSCP grant match for the proposed project. If unsuccessful in reaching its crowdfunding goal, an additional PSCP campaign will not be considered on the same project in the future.

### Scenario 1:

Total project development cost: \$120,000

Prior Committed Funding: \$70,000

Financial Gap: \$50,000

- Patronicity Campaign Goal: \$25,000
- MEDC Match, if Patronicity Campaign Goal is achieved: \$25,000

### Scenario 2:

Total project development cost: \$30,000

- Patronicity Campaign Goal: \$15,000
- MEDC Match, if Patronicity Campaign Goal is achieved: \$15,000

## EVALUATION CRITERIA

Projects will be evaluated on a variety of factors, including, but not limited to:

- a defined and focused project
- the overall impact of the project on the community and placemaking efforts
- local financial commitment and documented plan of how to attain the necessary match needed
- project location (preference is given to projects connecting to or located in a traditional downtown)
- project start and completion date

## OTHER CRITERIA

- Projects must demonstrate the activation of a new or distressed public space or community place.
- This program is to be used for investments in permanent improvements unless event-based as previously described.
- Projects must hit the crowdfunding target by the 60-day deadline or else they will not receive the grant money.
- *Project videos are NOT required.* MEDC Videography staff has produced a helpful 'How To' video to assist those making a video for their PSCP campaign. Watch [Making an Effective Video: Tips For Public Spaces Community Places Campaigns](#).
- Patronicity will provide crowdfunding support to those awarded through technical and strategic assistance.
- Any individual donor/entity can donate a maximum of \$10,000 or 35% of the goal to the raise (*whichever is lesser*).
- Grant disbursements will be negotiated on an individual basis depending on the needs of the project and community.
  - It is not required that the projects are competitively bid, but it is highly recommended.
- Grants will only be made to an applicant deemed eligible by the MEDC.
- **Projects must complete project construction within one (1) year of receiving MEDC match funds.**

## PROJECT AND PROCESS FLOW

### STEP 1 - Tell Us About Your Project

Applicants will utilize the [Patronicity website](#) to build out a basic profile for their project. This profile acts as the initial application. Once a project page is started, Patronicity will make contact with the applicant. Applicants may be required to acquire a Solicitation License.

### STEP 2 - Patronicity Review

Patronicity will perform an initial screening of the project and profile. Patronicity staff may request additional information to determine the project's appropriateness for crowdfunding.

### STEP 3 - MEDC/MML Review

If the project passes the initial Patronicity review, projects will be forwarded to the review team and evaluated on the criteria noted in this document. MEDC/MML staff may contact the applicant for more information.

**STEP 4 - Project Goes Live!**

If approved, a campaign will prepare a launch date and press release with Patronicity, the MEDC and MML to go out the day of the launch. When that is all set, a project is ready to start crowdfunding! Patronicity will provide technical assistance as needed throughout the raise period.

**STEP 5 - Implementation**

If the crowdfunding campaign is successful, the MEDC will match the funds raised and implementation can soon follow. Reporting documents are due once the project is completed and will be coordinated with and provided by Patronicity.



MICHIGAN ECONOMIC  
DEVELOPMENT CORPORATION

Patronicity

## MEDC Qualifications for Public Spaces Community Places (PSCP)

- The project must create a new public space or activate an underused/vacant public space. Projects that add universal design elements to existing public spaces are also eligible.
- To be eligible, the applicant organization must be a nonprofit, municipality, or L3C. 501(c)3's can apply if they are able to produce a [Solicitation License](#) or letter of exemption. No fiduciaries or fiscal sponsors allowed.
- The project must have city/local approvals for the proposed project when/if necessary.
- Funds from a PSCP supported campaign must allow for the project to be fully completed and opened for public use.
- Funded PSCP projects must complete construction within 1 year of receiving the MEDC matching grant funds.

## Additional MEDC Parameters

- You must hit your goal within the set campaign timeline to receive the match. Funds raised above your set goal will not be matched.
- The maximum contribution from any single entity or organization is \$10,000 or 35% of the campaign goal (whichever is lesser).
- If you add a campaign video, it must include mention & logo of match by MEDC.
- The MEDC must be the first to put out a press release discussing the project's participation in PSCP. Allow 5 days for press release coordination after approval. You cannot launch without the release being finalized..
- Offline donations are eligible towards the match when added to the project page.  
**Project leads must produce scanned copies of checks or bank deposit slips for verification.**
- Reporting measures necessary are detailed in the reporting guide you will receive if you are approved. This includes:
  - Providing the total square footage that the funding from this program touches.
  - Providing the total cost of the project (including prior inputs).
  - Providing high quality/Hi-Res before & after photos of the space. After completion and grant funds are spent.
  - Providing updates regarding ribbon cuttings/grand openings, with at least two weeks notice for MEDC presence to your campaign coach.
  - Providing updates on how the space is being used by the community.



**MICHIGAN ECONOMIC**  
DEVELOPMENT CORPORATION

**Patronicity**

### **Timeline (In Business Days)**

- Allow 3 days for MEDC/MML review and approval/denial.
- Allow 5 days for press release after approval (cannot launch without presser).
- Allow 45 days to process the match after completion & submission of Solicitation License.
- Allow 14 days notice for grand opening events to coordinate MEDC attendance.



YOUR PRESENCE IS REQUESTED AT THE

**2024**

*Annual Joint Meeting*

FEB

MONDAY

**26**  
2024

5:00 PM

114 N. PHELPS ST. DECATUR, MI 49045

*Please join us to discuss 2023 accomplishments from:*

Village Council

Planning Commission

Downtown Development Authority

Parks & Recreation Committee

Village Staff

LIGHT REFRESHMENTS WILL BE SERVED



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Parks and Recreation Committee  
FROM: Megan Duncan, Clerk/Treasurer  
REVIEWED BY: N/A  
DATE: February 19, 2024

SUBJECT: Request to review the 2024 DNR Recreation Grant Application Workshop

### Action Requested:

It is requested that the Park and Recreation Committee review the 2024 Recreation Grant Application Workshop.

### Background:

The Department of Natural Resources (DNR) administers grants that make communities healthier, safer, and more vibrant. Through numerous grant programs the DNR can provide financial assistance to Michigan communities to acquire land for parks and open spaces, develop outdoor and indoor recreational facilities, and maintain, improve, and renovate existing facilities.

### Attachment(s):

2024 Grant Workshop Presentation Slides



# Department of Natural Resources Recreation Grant Programs 2024 Webinar



# Recreation Grants



Michigan Natural Resources Trust Fund



Land and Water Conservation Fund



Recreation Passport Grant Program



# Regional Grant Coordinators

**Merrie Carlock**  
[carlockm@michigan.gov](mailto:carlockm@michigan.gov)

**Upper Peninsula Region,  
Wayne & Oakland Counties**

**Alexandria Galloway**  
[gallowaya@michigan.gov](mailto:gallowaya@michigan.gov)

**Western Region**

**Samantha Davis**  
[daviss46@michigan.gov](mailto:daviss46@michigan.gov)

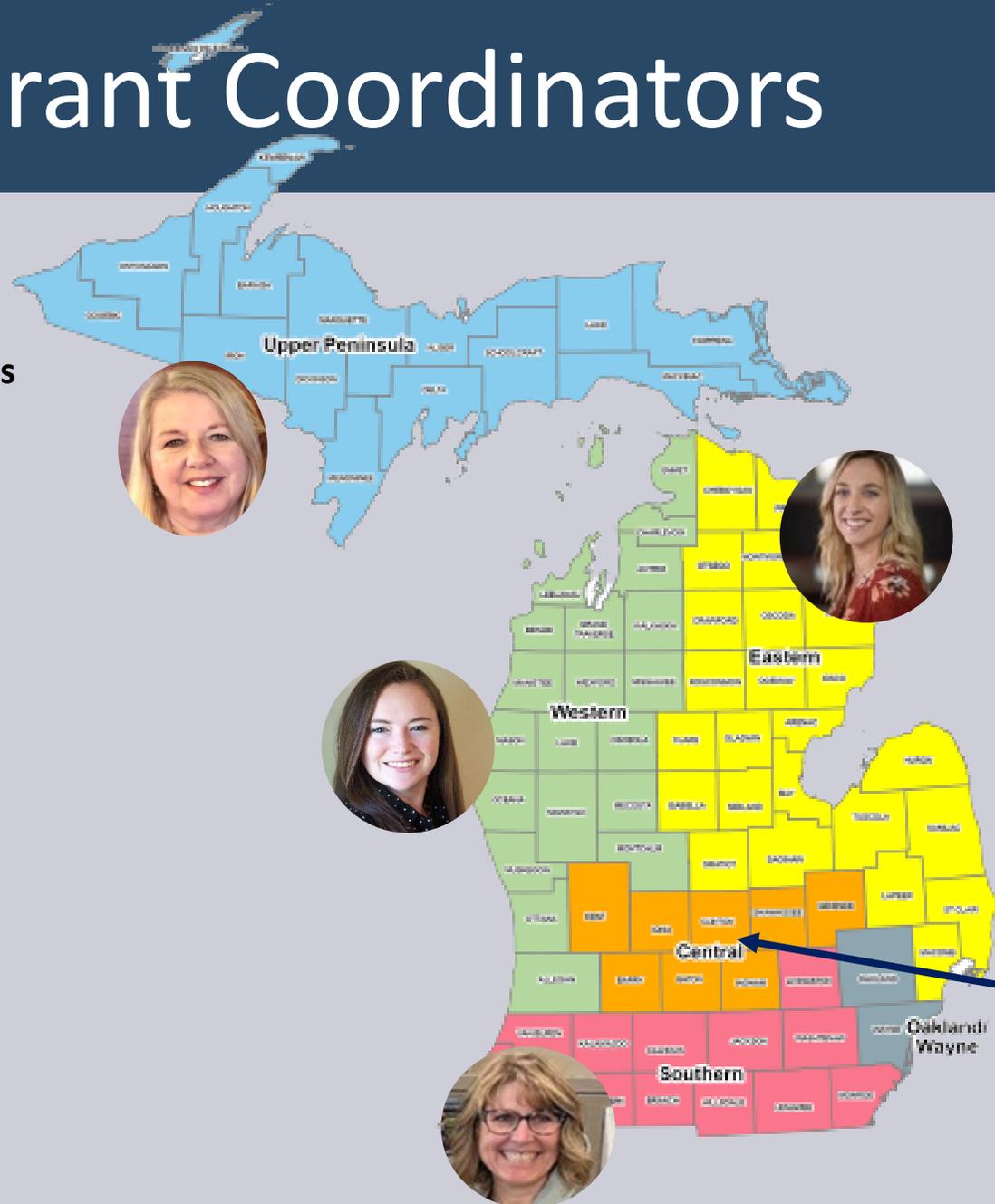
**Eastern Region**

**Riley Millard**  
[millardr2@michigan.gov](mailto:millardr2@michigan.gov)

**Central Region**

**Charamy Cleary**  
[clearyc1@michigan.gov](mailto:clearyc1@michigan.gov)

**Southern Region**



# Grants Management Staff

## **Clay Summers**

Grants Management Section Manager

## **Jon Mayes**

Unit Manager & MNRTF Program  
Manager

## **Christie Bayus**

LWCF, RPGP, ORLP & Marine Safety Grant  
Program Manager

## **Chip Kosloski**

Wildlife Habitat & Fisheries Habitat Grant  
Program Manager

## **Erin Campbell**

Invasive Species, Clean Vessel Act  
Program Manager and Conversion Officer

## **Michael Chuff**

Financial Specialist MNRTF

## **Michelle Ballard**

Payment Officer for multiple grant programs

## **Krista Dickerson**

Payment Officer for multiple grant programs

## **Dawn Miller**

Payment Officer



# Workshop Agenda

PART ONE  
What's New

PART TWO  
Grant Basics

PART THREE  
Application

PART FOUR  
Scoring Criteria



# Part One

## What's New in 2024?



[www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)

# Land and Water Conservation Fund

- Accepting land acquisition applications in addition to development
- Build America, Buy America Act must be adhered to for development projects recommended for funding.
  - All iron, steel, manufactured products, and construction materials used in the project must be produced in the U.S.



# Land and Water Conservation Fund (cont)

- The following items must be completed by October 1<sup>st</sup> for NEPA Compliance:
  - United States Fish and Wildlife Services (USFWS) consultation to determine whether projects may affect endangered species or critical habitat.
  - State Historic Preservation Office (SHPO) review (Section 106) must be completed with application prepared by a professional consultant meeting Federal qualifications for Archaeology, History, or Architectural History.
  - Federal permits secured.



# Michigan Natural Resources Trust Fund - TF

**2024** Change to Maximum Request amount  
for Development Projects:

**\$400,000**



# Michigan Natural Resources Trust Fund - TF

2023 Results		
Total Eligible Applications	123	\$51.9 Million
Total Grants Recommended	53	\$27.3 Million
Success Rates:		
Development	35%	\$9.8 Million
Acquisition	75%	\$17.5 Million

2022 Results		
Total Eligible Applications	124	\$53.2 Million
Total Grants Recommended	45	\$23.3 Million
Success Rates:		
Development	30%	\$8.3 Million
Acquisition	63%	\$15 Million



# Land and Water Conservation Fund - LWCF

## 2023 Results

<b>Total Eligible Applications</b>	<b>11</b>	<b>\$7.5 Million</b>
<b>Total Grants Recommended</b>	<b>9</b>	<b>\$6.5 Million</b>
<b>Success Rate</b>	<b>82%</b>	

## 2022 Results

<b>Total Eligible Applications</b>	<b>18</b>	<b>\$8.6 Million</b>
<b>Total Grants Recommended</b>	<b>13</b>	<b>\$7.4 Million</b>
<b>Success Rate</b>	<b>72%</b>	



# Recreation Passport - RP

2023 Results		
Total Eligible Applications	47	\$5.5 Million
Total Grants Recommended	15	\$1.98 Million
Success Rate	32%	

2022 Results		
Total Eligible Applications	35	\$4.4 Million
Total Grants Recommended	14	\$1.9 Million
Success Rate	40%	



# Anticipated Funding 2024



\$2 Million



\$5 Million



\$21 Million



# Part Two

## Grant Basics



[www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)

# Eligible Applicants

- State and Local Units of Government
- Huron-Clinton Metropolitan Authority
- Regional recreation authorities if DNR approved
- Federally recognized Native American Tribes (LWCF)
  
- Applicant must have:
  - DNR-Approved 5-year Recreation Plan
- OR
- Capital Improvement Plan (Recreation Passport only)



# Eligible Projects

- Acquisition of land or rights in land
  - MNRTF & LWCF
- Development of public outdoor recreation
- Development of indoor facilities - RP



# Development Projects



- Trails & trailheads
- Canoe or kayak launches
- Marinas and boat launches
- Fishing piers
- Picnic pavilions
- Athletic fields & Pickleball
- Playscapes
- Campgrounds
- Restrooms and bathhouses
- **And More!**



# Grant Request Amounts

	Minimum	Maximum	% Match
TF Acquisition	N/A	N/A	25% min
TF Development	\$15,000	\$400,000	25% min
LWCF Acquisition	N/A	N/A	50% fixed
LWCF Development	\$30,000	\$500,000	50% fixed
Rec Passport	\$7,500	\$150,000	25% min

Reimbursement Grants – Based on Grant Percentage



# Eligible Match Sources



- General Fund
- Donations
- Some Other Grants
- Volunteer labor
- Force account labor
- Community owned materials



# Site Control Requirements



- Fee Simple
- Ownership
- Permanent Easement
- Trails in ROW must have road agency permission



# Additional Application Information

- Applications submitted via MiGrants system
- Allowable number of applications
- Duplicate applications in multiple programs
- Resubmittal of prior year's application



# Long-Term Obligations

- Open to the public
- Well maintained
- Program acknowledgement plaque required
- MNRTF & LWCF – site must remain in public outdoor recreation *in perpetuity*
- RP – public outdoor recreation 20 years or 40 years for structures



# Application Timeline

- **January** Applications Open in MiGrants
- **February 1** New 5-Year Recreation Plans Due
- **April 1** Application Deadline
- **April / May** Administrative Review
- **June / July** Site Visits & Staff Scoring
- **September** Preliminary Scores Issued



# Application Timeline (cont.)

- **October** Supplemental Information Due
- **November** Final Scores Released
- **November** Director Recommendations RP/LW
- **December** MNRTF Board Recommendations
- **January** MNRTF Legislation Transfer



# Grant Timeline

- **RP:** Projects Agreements (PA) issued in January
- **MNRTF:** Legislative and Governor Approval  
May take 4-6 months before PA issued
- **LWCF:** National Park Service Approval before PA
- Grantee has 2 years to complete the project
- May begin certain activities on January 1



# If you are Awarded a Grant...What then?

- January 2025:
  - Prepare Project Agreement Documents
    - Draft Resolution – Secure Funding
    - Boundary Map & Legal Description
  - Development Grantees can retain a Prime Professional to initiate project design and engineering
  - Acquisition Grantees can begin 40-year title search and environmental due diligence



# Before Moving Forward with your Project.... Wait!

## What *can't* I do before the Project Agreement?

### Development:

Advertise to bid the project

- Hire contractors
- Order materials or make any purchases
- Do any work on the project

### Acquisition:

- Begin your appraisal
- Commence negotiations with the landowner



# Part Three

## Application



# MiGrants Online Grant System

- Training Materials
- My Opportunities (new app)
- My Tasks (resume app)



The screenshot shows the MiGrants Online Grant System dashboard. The header includes the Michigan Department of Natural Resources logo and the text "MiGrants Michigan Department of Natural Resources". Navigation links include "Home", "Searches", and "Reports". A user profile for "Lindsay AO Ross" is visible. The main content area is titled "Dashboard" and includes a message: "Please see the training materials [icon] for site navigation instruction." Below this, there are sections for "My Opportunities" and "Training Materials".

**My Opportunities**

> Filter

My Opportunities

Name	Provider	Availability	Description
2022 5 Year Recreation Plan	MiGrants	1/1/2020 12:00:00 AM - 4/30/2022 11:45:00 PM	

**Training Materials**

- Grantee Training Manual
- Grantee Training Video
- MiGrants Navigation - This will cover changes to a profile or organization.
- Recreation Grant Instructions - This will cover applications, grants, project constructions documents, acquisition documents, and reimbursements.
- 5-Year Recreation Plan Instructions - This will cover submitting a 5-year recreation plan or 5-year recreation plan amendment.
- CISMA App Demo (MISGP) - This video has general MiGrants information about users and starting a CISMA app for the Invasive Species Application

County	Process	Natural Resources Trust	11:58:06 AM

# Application Pages



TF24-0007

Forms

Application

Section A: Applicant Site and Project Information



Section B: Project Funding and Explanation of Match Sources



Section D: Justification of Need



Section E: Application History and Stewardship



Section F: Site Conditions



Section G: Natural Features of The Project Site



Template  
Michigan Natural Resources Trust Fund Application 2024

Instance  
Michigan Natural Resources Trust Fund Application 2024

Process  
Michigan Natural Resources Trust Fund Application

Document Name  
TF24-0007

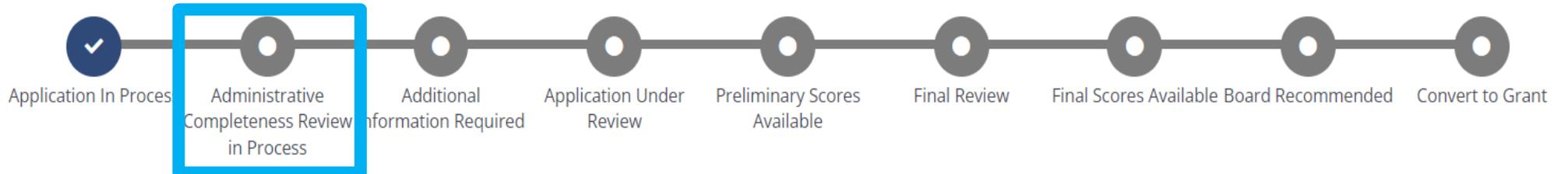
Document Status  
Application In Process

Organization  
The Empire

Your Role  
Grant Coordinator

Period Date  
11/13/2023 12:00:00 AM  
6/30/2024 11:45:00 PM

Due Date  
6/30/2024 11:45:00 PM



# Section A – Applicant Site and Project Information

- Select: Development or Acquisition
- Application Information
- Map (new)

\*Site Location - Please place a pin at the entrance of the park

Map showing the location of the site in Lansing, Michigan. The map includes labels for various locations such as Watertown, DeWitt Charter Township, Bath, East Lansing, Grand Ledge, Delta, Windsor, Holt, Mason, Charlotte, Eaton Rapids, and Leslie. A purple pin is placed on the map near the intersection of I-496 and I-127.

Microsoft Bing Lee Center © 2023 TomTom, © 2024 Microsoft Corporation Terms

*Address of Site	*City, Village or Township of Site	*Zip
2701 Frances Park	Lansing	48911
*County in which Site is located		
Ingham County		
*Latitude/Longitude at park entrance		
42.717624	-84.589807	



# Section B – Project Funding & Match Sources

SOURCES OF MATCHING FUNDS		PROJECT COST AMOUNTS	
*Grant amount requested (round to the nearest hundred dollars)		\$	300,000
Total Match (Must be at least 25% of total project cost)			\$778,400
Total Project Cost (Must equal the total estimated cost on Section C: Project Details page)			\$1,078,400
Percentage of match commitment (Must be at least 25% of total project cost)			72%
a) General Funds or Local Restricted Funds (Applicant's own cash)		\$	10,000
b) Force Account Labor/Materials (Applicant's own paid labor or materials)		\$	
c) Federal or State Funds		\$	656,100
You have entered a value for item c). Please provide the information below for each federal or state program from which matching funds will be provided.			
*(1) Program Name		*Administering Agency	
Transportation Alternatives Program 35 of 40		Michigan Department of Transportation 37 of 40	
*Contact Name for Administering Agency		*Telephone	*Amount
Mike Smith 10 of 40		(517) 241-3355	\$ 656,100
*Type of Funds			
<input checked="" type="radio"/> Grant funds awarded <input type="radio"/> Other			
		<input type="text" value="12/15/2022"/>	
Date grant funds approved			

- Round to the nearest \$100
- Fill out the additional information
- Upload match documentation by October 1

# Section C – Project Details (Development)

SCOPE ITEM	DNR ONLY Accessibility Guidelines	QUANTITY	TOTAL ESTIMATED COST		
Pickelball Court		1	\$ 102,400.00	+	-
Basketball Court		1	\$ 19,400.00	+	-
Access Pathway 5' - 6' wide		400 SFT	\$ 15,900.00	+	-
Paved Parking Lot		3000SFT	\$ 52,600.00	+	-

Select the plus sign button to create new rows.

Other: Gate		2	\$ 2,400.00	+
4 of 40				

Do not list the aspects of project execution, such as labor, construction equipment, contingency or raw materials.

Select the plus sign button to create new rows.

Permit Fees \$ 1,500.00

MNRTF Sign \$ 300.00

Subtotal \$194,500.00

Engineering (These fees may not exceed 15% of subtotal) \$ 18,500.00

**Total Estimated Cost (Must equal Total Project Cost amount on Section B page.) \$213,000.00**



# Section C – Project Details (Acquisition)

## Parcel Information Table

\*Itemize estimated cost information for each parcel. For phased projects, the parcels and dollar amounts provided should include all phases.

LANDOWNER	ACREAGE	STATE EQUALIZED VALUE (SEV)	(1) ESTIMATED APPRAISED VALUE (\$)
Tacoma LLC 10 of 40	63.50	\$ 798,000	\$ 2,292,500
<b>TOTALS</b>	<b>64</b>	<b>\$798,000</b>	<b>\$2,292,500</b>

## (2) ESTIMATED INCIDENTAL COSTS

Prorated Taxes	\$ 16,000		
Recording Fees	\$ 100		
Transfer Tax	\$ 28,000		
Title Insurance	\$ 2,900		
Appraisal Fees	\$ 5,000		
Closing Fees	\$ 500		
Environmental Assessment Costs	\$ 1,000		
<b>TOTAL</b>	<b>\$53,500</b>		
		<b>TOTAL APPRAISED VALUE (1)</b>	<b>\$2,292,500</b>
		<b>TOTAL INCIDENTAL COSTS (2)</b>	<b>\$53,500</b>
		<b>TOTAL ACQUISITION COSTS</b>	<b>\$2,346,000</b>



# Application – Other Sections

- Justification
- History and Stewardship
- Environmental conditions
- Natural Features
- Public Access



# Application – Narrative



- What is the vision for your project?
- Why is it important?
- How does the public benefit?
- What are the components of your project?



# Application - Required Attachments



- Word, PDF, JPEG, XLS, GIF
- 25 MB Limit
- Do not include:
  - Recreation Plan
  - Continued narrative

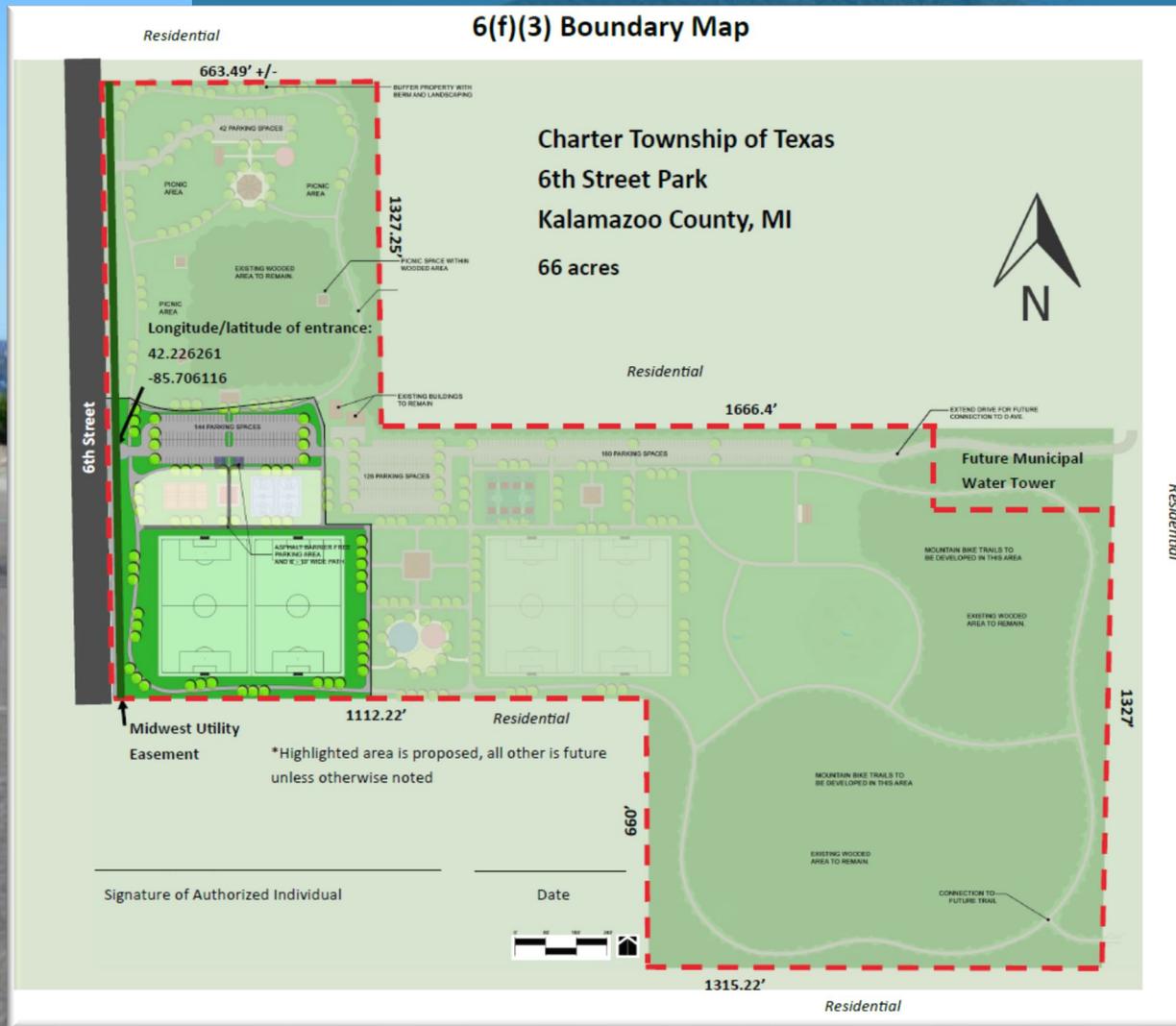


# Required Attachments – Maintenance Plan

- Tasks for proposed scope
- Who
- Projected Costs
- Funding Sources



# Required Attachments – Boundary Map



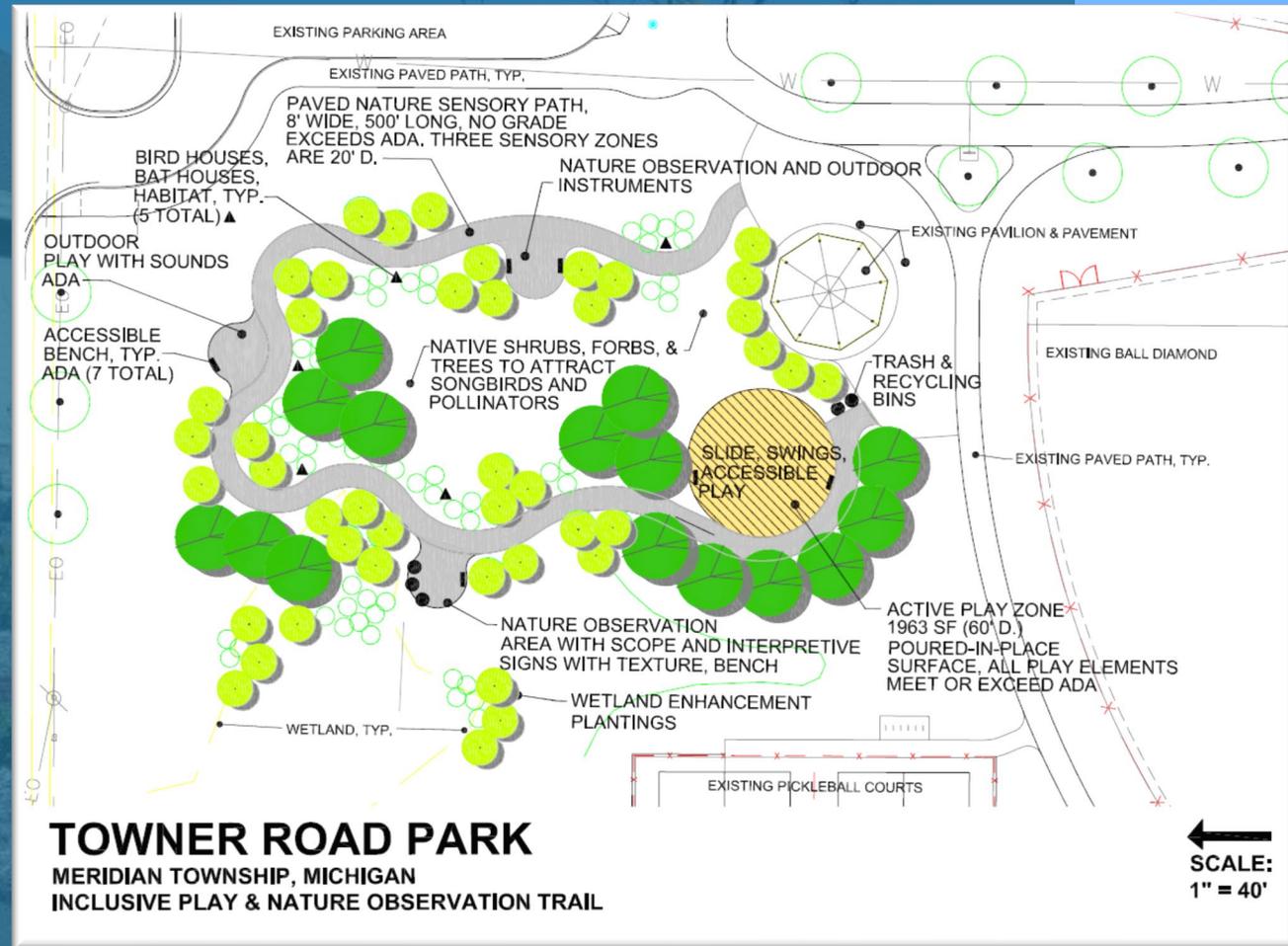
- Entire Park Outlined in Red
- Easements in Green
- Legal Description dimensions
- Include App Number & Project Name
- AO Signature
- Historic Grants at this park



# Required Attachments – Site Plan

## Site Plan

- Existing Features
- Proposed Development
  - Label All Scope
- Access to Streets & Roads
- Property Boundary
- Accessible Parking
- Pathways to Scope Items
- North Arrow
- Landscape Features
- Drawn to Scale



# Required Attachments – Authorization

- Public Meeting Minutes
- Resolution

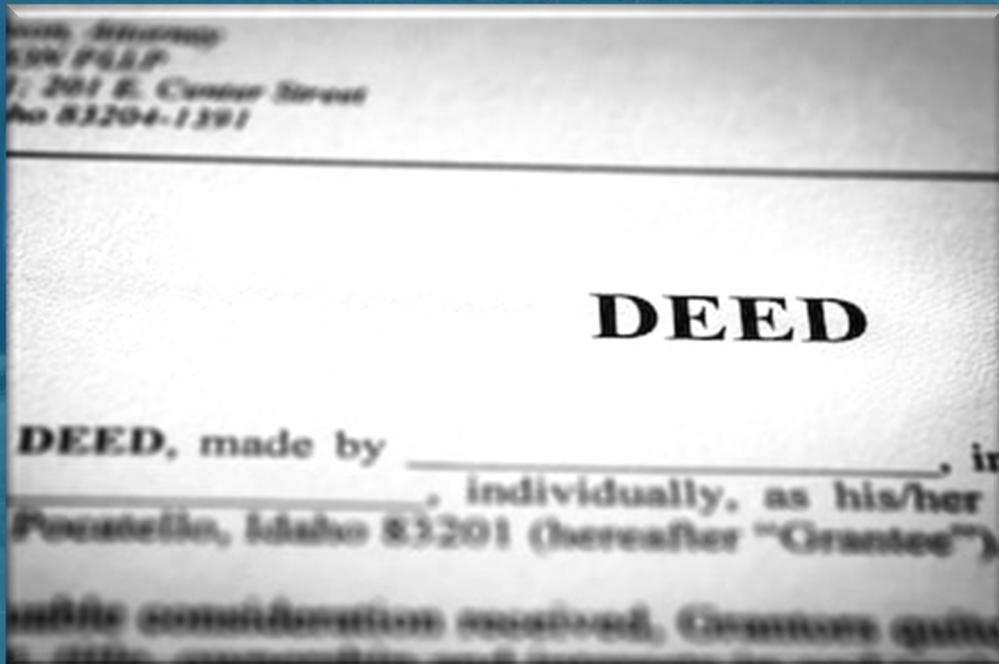


# Required Attachments – Site Photos

- Photos of the site
  - Please label what's in the picture
  - Compass direction
  - Relation to site plan or proposed new facilities
  - Combine photos into a single document



# Required Attachments – Site Control (Development)



- Site Control Form Signed by Attorney or Senior Official
- Copy of Deed, Road Commission Letter, or Easement



# Required Attachments – Site Control (Acquisition)

- Plat or Parcel Map
- Current deed
- Recent tax bill
- Easements (if applicable)



# Required Attachments – Notice of Intent

- Notice of Intent form PR5750-2
- Transmittal letter or email to your regional clearinghouse



# LWCF Required Attachments

- Application and Revision Form (A&R)
  - US FWS - Endangered Species Act (ESA) Compliance
    - IPAC consultation
    - Federal permits issued, if applicable
  - Letter of No Adverse Effect from State Historical Preservation Office (SHPO)
    - Section 106 Online Application
    - Qualified professional review of project
- 30+ day review time



# Application - Optional Attachments

- Support Letters
- Documentation of Match
- Universal Design
- Preliminary Floor Plan
- Permitting
- Expert Documentation
- Environmental Report



# Additional Information & Certification

LW24-0007

Section H: Wildlife Values of the Project Site



Section I: Natural Resource Recreation Opportunities



Section J: Public Access Opportunities



Application Narrative



Required Attachments - Development



Additional Information



Certification of Authorized Official



DNR Attachments

DNR Attachments



## Certification of Authorized Official

### Instructions:

1. Click **SAVE** to save changes.
2. See the Land and Water Conservation Fund Application Guidelines here for guidance.
3. *Only an Authorized Official may save this page. By doing so, the user's name and today's date will appear automatically.*

*I hereby certify that I am an official of the applicant agency and am empowered to make the necessary commitments to apply for this grant. I also certify that I understand all of the commitments and responsibilities listed in the Open Project Selection Process Booklet (IC 5600) related to this grant.*

Darths Vaders

Dec 20 2023 10:15AM

Authorized Official

Date

# Part Four

## Scoring Criteria



<b>Development Scoring Criteria</b>	<b>MNRTF - Dev</b>	<b>LWCF</b>	<b>RP</b>
<b>Natural Resources</b>	<b>X</b>		
<b>Urban Area</b>	<b>X</b>		
<b>Additional Applicant Match</b>	<b>X</b>		
<b>TF Board Priority: Trail OR Regionally Significance</b>	<b>X</b>		
<b>Entrance Fees</b>	<b>X</b>	<b>X</b>	
<b>Public Support</b>	<b>X</b>	<b>X</b>	
<b>Universal Design</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Renovation</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Site Quality</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Over-all Park Design</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Maintenance</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Applicant History and Compliance</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Sustainable Design</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Financial Need</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Per Capita Development Grant Assistance</b>	<b>X</b>	<b>X</b>	<b>X</b>

# Trust Fund Development Scoring Criteria

1. Public Support	10
2. Proposed Maintenance	20
3. Site Quality	70
4. Quality of Overall Park Design	30
5. Applicant History (conversion -50)	55
6. Natural Resource Recreation Opportunities	60
7. Financial Need of the Applicant	40
8. Urban Area Recreation Opportunities	60
9. Applicant Match	45
10. Entrance Fees	25
11. Universal Access Design	35



# Trust Fund Acquisition Scoring Criteria

1. Public Support	10
2. Proposed Maintenance	20
3. Site Quality	85
4. Applicant History (conversion -50)	55
5. Natural Resources	90
6. Financial Need of the Applicant	40
7. Urban Area	60
8. Applicant Match	45
9. Entrance Fees	25
10. Land Ownership (public vs. private)	15
11. Motorized Recreation Use	5



# MNRTF Scoring Criteria

## Development

### Development:

**Total Points for Core Criteria** 450

**Potential Board Priority Points** 50

**Maximum Score** 500

### Acquisition:

**Total Points for Core Criteria** 450

**Potential Board Priority Points** 50

**Maximum Score** 500



# Land & Water Scoring Criteria Development

1. Public Support & Proposed Maintenance	50
2. Site Quality	80
3. Applicant Compliance (conversion -40)	75
4. Financial Need of the Applicant	50
5. Quality of the Over-all Park Design	70
6. Entrance Fees	30
7. <u>Universal Access Design</u>	45
<b>Maximum Score</b>	<b>400</b>



# Land & Water Scoring Criteria Acquisitions

1. Public Support	10
2. Proposed Maintenance	20
3. Site Quality	60
4. Financial Need of the Applicant	40
5. Applicant History (conversion -50)	60
6. Entrance Fees	30
7. Natural Resource Access and Conservation	90
8. Land Ownership	15
9. <u>Regionally Significant</u>	50
<b>Maximum Score</b>	<b>375</b>



# Recreation Passport Scoring Criteria

1. Need for project	100
2. Site Quality	40
3. Quality of Overall Park Design	60
4. <u>Applicant History (conversion -25)</u>	<u>50</u>
<b>Maximum Score</b>	<b>250</b>



# Public Support

- Evidence of support from community groups and individuals
- Uploaded in required attachments
- Letters from within the applicant's own agency not considered



# Maintenance Plans

- For add'l points: Need One or more of:
  - Long-term dedicated funding sources
    - Park Operations & Maintenance Budget
    - Parks Millage
  - Permanent fulltime maintenance staff
  - Multi-year maintenance contracts
  - Formal endowments



# Site Quality – Park Visibility & Ease of Access



- Is it easy to see that the site is a public park OR is a park identification sign included in the scope?
- Are there multiple ways to get to the park besides driving, like biking, trails, or water access?



# Site Quality - Sustainable Design

Describe sustainable design features in narrative, include them within scope list and provide documentation on product information:

- Innovative Stormwater Management
- Planning that includes minimizing disturbed areas, renovation of brownfield properties & adaptive reuse
- Environmental Features such as native landscaping, green roofs, or sustainable products
- Net-zero buildings, solar, wind, geothermal energy
- Resources and examples available in the guidelines
  - Does NOT include industry standards such as recycled concrete,
  - low flow toilets, or other common improvements.

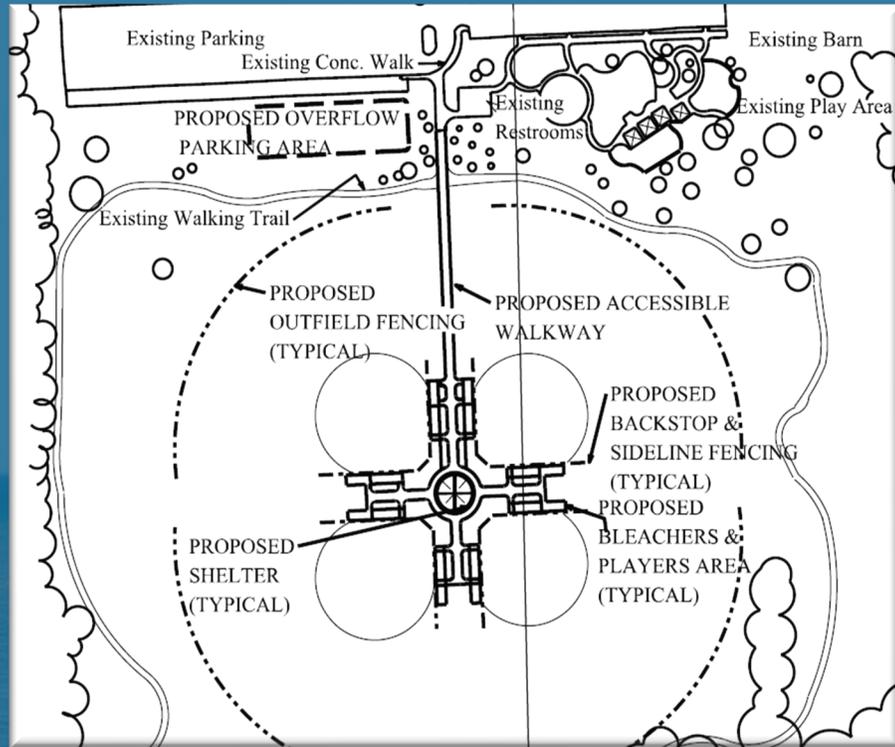


# Site Quality - Renovation

- Must be for the same amenity
- Renovation or replacement
- May relocate within park
- Must be majority of project
- Existing amenity must be >20 years old for outdoor elements and at least 40 years old for major structures such as bridges, pavilions, or restrooms



# Quality of Site Design



- Label all proposed and existing facilities clearly
- Design is feasible and compatible with the size, natural and physical characteristics of site.
- Traffic flow is safe and convenient
- Access routes to all facilities
- Minimize environmental impact



# Applicant History & Stewardship

- Grants Per Capita for the **past 10 years**
- Compliance with Program Procedures
- Unresolved conversion at a grant-assisted site results in a point *deduction*
- Parks & Rec. Dept./Board/Committee



# Natural Resource Recreation

- Highest quality – Direct access to Great Lakes shoreline, unique area with documentation
- Good quality – Direct access to inland lakes, rivers, natural communities or resources
- Fair quality – Direct access to woodlands, prairies, or viewsheds
- Or supporting amenities and features



# Financial Need

- DNR calculates this information annually from the US Census using the 5-year estimate for Median Household Income



# Trust Fund Applicant Match

## Local Match – Median Household Income

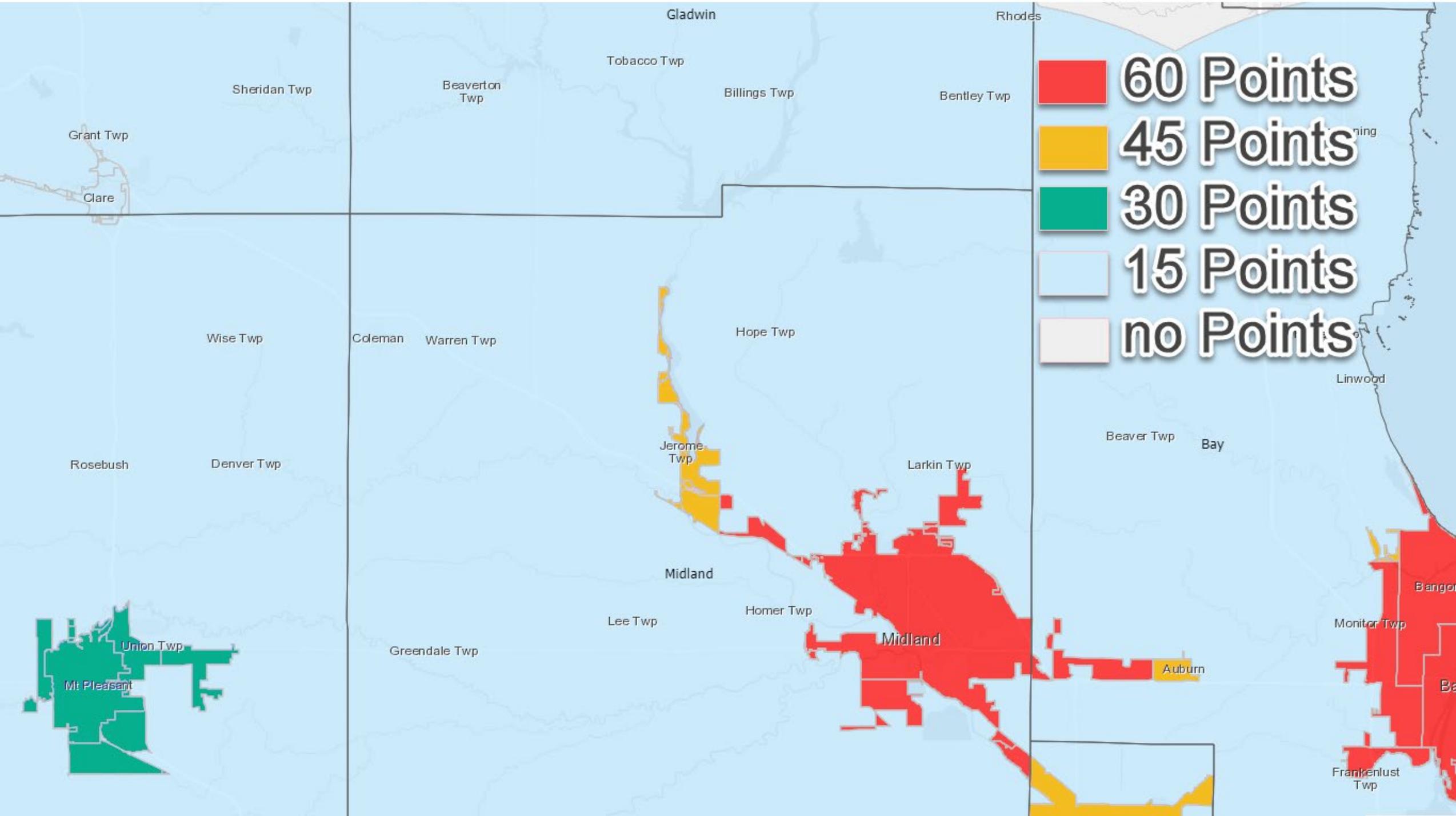
Local Match Percentage	Top ~2% MHI	Top 1/3 <sup>rd</sup> MHI	Middle 1/3 <sup>rd</sup> MHI	Bottom 1/3 <sup>rd</sup> MHI
0-25%	0	0	0	0
26-29%	0	0	10	15
30-39%	0	10	15	25
40-49%	10	15	25	35
50%+	15	25	35	45



# Urban Area

- Metropolitan Statistical Area OR park is in an urbanized community bordering the MSA
- Urbanized area for a Metropolitan Statistical Area
- Urban area for a Micropolitan Statistical Area
- Urbanized area not associated with a Metropolitan or Micropolitan Statistical area OR park is within 15 miles of an urbanized area





- 60 Points
- 45 Points
- 30 Points
- 15 Points
- no Points

Grant Twp

Clare

Sheridan Twp

Beaverton Twp

Tobacco Twp

Billings Twp

Bentley Twp

Rosebush

Wise Twp

Coleman

Warren Twp

Hope Twp

Jerome Twp

Larkin Twp

Beaver Twp

Bay

Midland

Lee Twp

Homer Twp

Midland

Auburn

Greendale Twp

Union Twp

Mt Pleasant

Monitor Twp

Frankenlust Twp

Bangor

Ba

# Entrance Fees

- May have user fees if there are alternatives for low-income visitors or ways to visit park with out fees
- Non-resident fees can not be more than twice resident fees



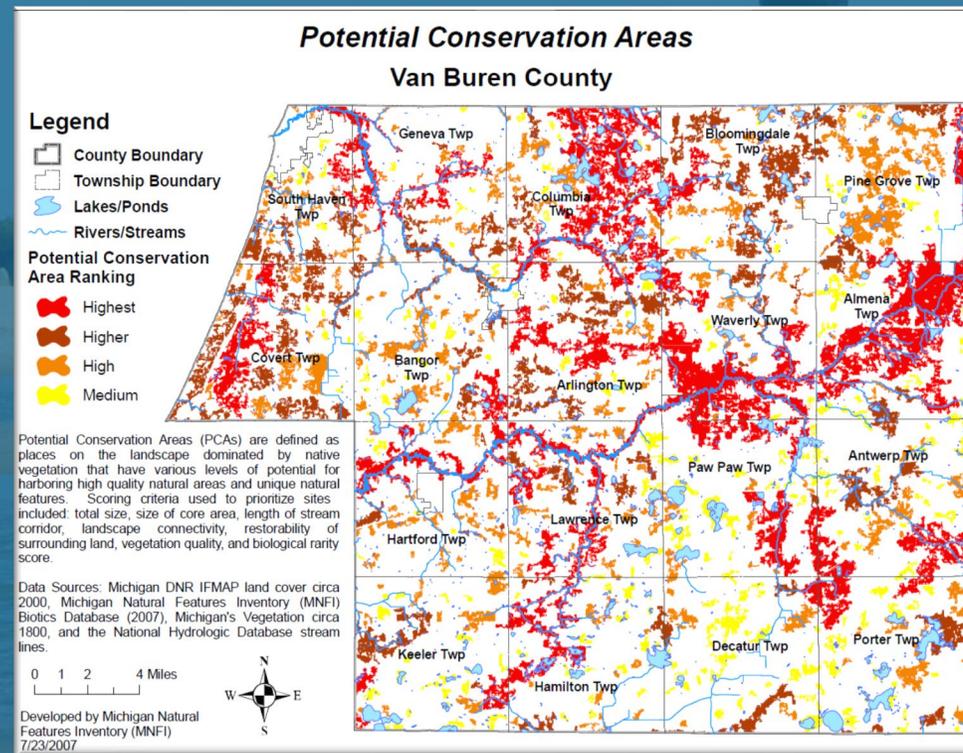
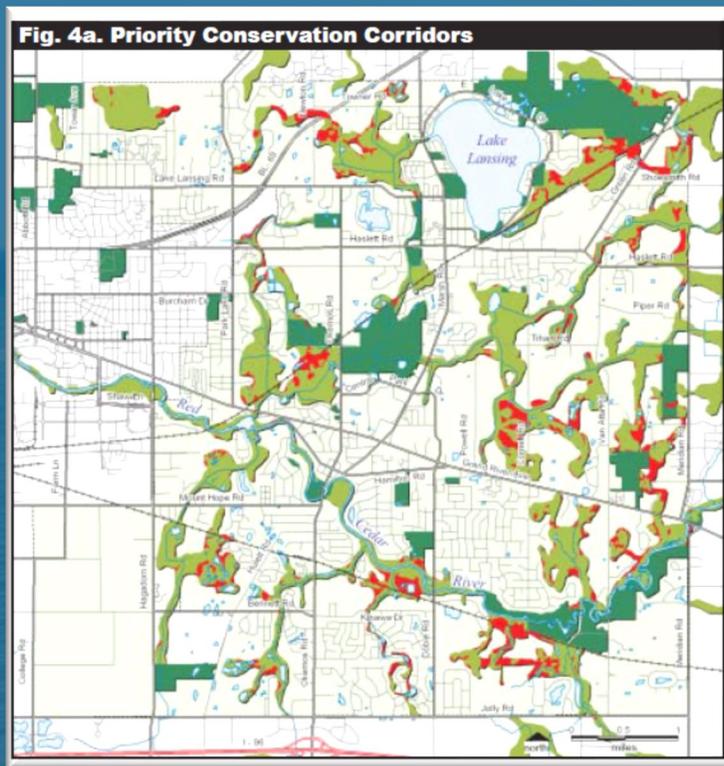
# Universal Access Design

- Design Review from advocate or representatives of the disability community
- Use of Universal Design – Exceeds ADA minimum standards for all scope items, majority or some.



# Acquisition Core Criteria – Site Quality

- Fee Simple Purchase gets add'l points
- Identified in Conservation or Green Space Plan



# Acquisition - Natural Resource Access & Conservation



- Priorities of Michigan's Wildlife Action Plan
- Conserves imperiled or rare species and community types, or includes Critical Dune areas, frontage on Great Lakes or their connecting waters



# Acquisition - Natural Resource Access & Conservation (Continued)

Frontage on a designated Natural River, land that is or will become part of a dedicated wilderness area, natural area, or Pigeon River Country State Forest.



# Acquisition - Natural Resource Access & Conservation

(final notes)

- Conserve or provide direct access to quality natural communities or resources, rivers, or lakes
- Land that will provide quality hunting, fishing or wildlife viewing opportunities



# Acquisition - Motorized & Public Lands

- Add'l points for Motorized Recreation
- Public Lands <50% (by County)



# Trust Fund Board Priorities

## Acquisition & Development:

- Trails
- Regionally Significant

## Acquisition Only:

- Lake or River Public Access
- Wildlife Habitat and Hunting Access



# Development Priority - Trails

- Land and Water Trails
- Local or Regional
- Trail amenities



# Development Priority - Michigan's Iron Belle Trail



Go to:

[michigan.gov/dnrtrails](http://michigan.gov/dnrtrails)

click on: *Iron Belle Trail*

Contact your local  
IBT Facilitator



# Development Priority - Regionally Significant

- Department determination based on information provided by applicant
  - Unique and significant
  - Natural resource-based recreation
  - Diverse partnerships



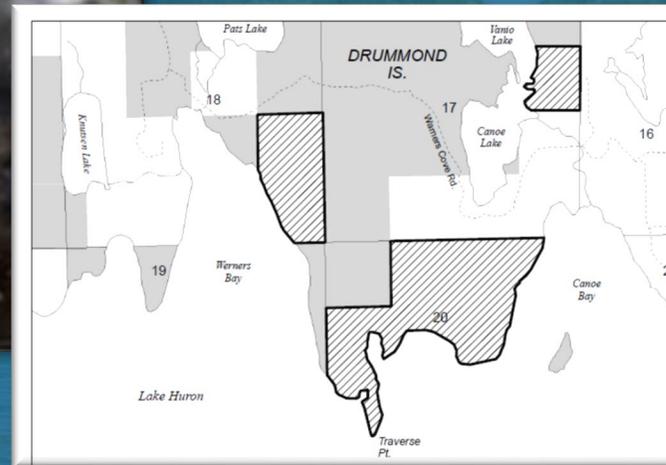
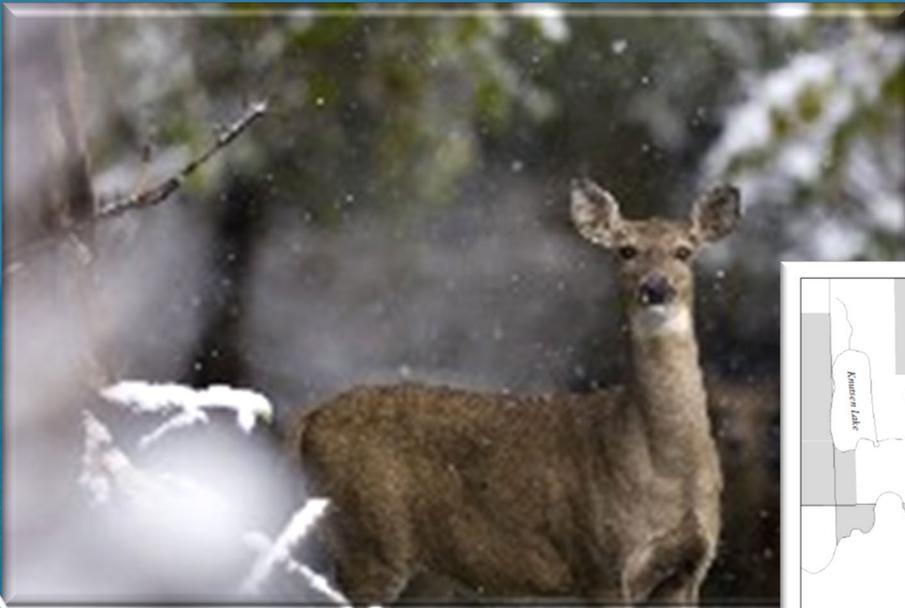
# Acquisition Priority - Lake & River Public Access

- Great Lake shoreline
- Inland lakes greater than 100 acres
- Navigable rivers 5 miles or more from existing public access



# Acquisition Priority - Wildlife

Wildlife Corridor, Winter Deer Yard, Buffers existing public land, and Hunting



# Recreation Passport (RP) – Special Notes

- Rationale Category Tip: If proposed project is at the applicant's *only* park or is the *only* park with a certain type of recreation
- Prioritize applications if more than one RP application
- Maintenance plan limited to tasks and park budget
- No Recreation Plan required IF Capital Improvement Plan is provided with application
- No public meeting notice required other than as an agenda item.



# Additional Resources

- This presentation will be posted online
- MiGrants information available online
- Application Guidelines Booklet
- Project Procedures Booklets
  - Development & Acquisition



# Contact Information

Email: [dnr-grants@michigan.gov](mailto:dnr-grants@michigan.gov)

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

Program Information and Forms:

[www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)

Sign up for e-mail updates:



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



# Questions?

Thank you!



[www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)