The Future of 5-Year Recreation Plans

Department of Natural Resources
2013 MRPA CONFERENCE

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Presentation Overview

- 5-Year Plan Template and Time Frame
- Helpful Hints
- Changes to the Requirements
  - 5-Year Plans
  - Grant Scoring

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Grants Staff

Steve DeBrabander – Section Manager
Jon Mayes – Unit Manager
Sam Duncan – LWCF and Recreation Passport Manager
Kelly Parker – Dam Management Manager

Linda Harlow – Administrative Assistant
Janet Liesman – Financial Staff

Grant Coordinators:
Shamika Askew-Storay
Christie Bayus
Tamara Jorkasky
Jule Stafford

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Map of Staff Assignments

Shamika Askew-Storay
8 and 14

Christie Bayus
9, 10, 11, 12, 13

Tamara Jorkasky
1n, 5, 6, 7

Jule Stafford
1s, 2, 3, 4

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5-Year Plan – WHY??

- **Inventory and assess** current circumstances
- **Determine need** based on community input, existing conditions and future projections.
- **Educate** the community and government.
- **Develop goals and objectives** to address needs over five years.
- **Strategic plan of action** to accomplish goals of the plan.
- **Establish eligibility** for grant funding.

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5-Year Plan – WHO??

- Local Units of Government (LUG)
- Recreation Authority
- Trailway Commission
- Two or more LUGs and/or school district
- School District (sole recreation provider)
- Federally Recognized Tribes (LWCF grants)

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5-Year Plan Template

- Community Description
- Administrative Structure
- Recreation Inventory
- Resource Inventory (Optional)
- Planning Process
- Public Input Process
- Goals and Objectives
- Action Plan

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Community Description

- Jurisdiction
- Social & Physical characteristics that influence NEED
Community Description

### Selected Census Data for Comparison in DeWitt, DeWitt Township, and Michigan

<table>
<thead>
<tr>
<th></th>
<th>DeWitt</th>
<th>DeWitt Township</th>
<th>Michigan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population – 2000 Census</td>
<td>4,702</td>
<td>12,143</td>
<td>9,938,444</td>
</tr>
<tr>
<td>Population – 2007 Estimate</td>
<td>4,427</td>
<td>13,107</td>
<td>10,071,822</td>
</tr>
<tr>
<td>% of Population 65 &amp; older</td>
<td>5.4</td>
<td>12.5</td>
<td>12.3</td>
</tr>
<tr>
<td>% of population under 18</td>
<td>33.6</td>
<td>25.0</td>
<td>20.1</td>
</tr>
<tr>
<td>Median age</td>
<td>33.8</td>
<td>38.2</td>
<td>35.5</td>
</tr>
<tr>
<td>% bachelor's degree or higher</td>
<td>37.3</td>
<td>24.6</td>
<td>21.8</td>
</tr>
<tr>
<td>Median Household income</td>
<td>$69,174</td>
<td>$49,782</td>
<td>$44,867</td>
</tr>
<tr>
<td>Per capita income</td>
<td>$26,997</td>
<td>$24,624</td>
<td>$22,168</td>
</tr>
<tr>
<td>Average household size</td>
<td>2.89</td>
<td>2.49</td>
<td>2.56</td>
</tr>
<tr>
<td>Median housing value</td>
<td>$147,300</td>
<td>$125,300</td>
<td>$115,600</td>
</tr>
</tbody>
</table>
Administrative Structure

- How recreation is provided
- Organizational Chart
- Role of volunteers/partnerships/collaborative agreement
- Relationship with other recreation providers
- Current and projected budget and sources of funding
- Recreation Authorities
  - Articles of Incorporation
  - Participating Communities

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Recreation Inventory

- Parks – List and description
- Site Development Plans (if available)
- Accessibility Assessment (1-5 ranking)
- Location Map(s)
- Other recreation facilities in the community
- List and status of grant assisted land and facilities

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Recreation Inventory

Inventory / Accessibility Assessment

Table 2.1
Public Parks and Recreation Facilities Inventory

<table>
<thead>
<tr>
<th>Park/Facility Name</th>
<th>Acres</th>
<th>Accessibility</th>
<th>Baseball/Softball</th>
<th>Basketball Courts</th>
<th>Dog Park</th>
<th>Equine Center</th>
<th>Fitness Center</th>
<th>Football</th>
<th>Golf Course</th>
<th>Gymnasium</th>
<th>Ice Skating Rink</th>
<th>Multi-Purpose Field</th>
<th>Parking</th>
<th>Picnic Table(s)</th>
<th>Picnic Shelter</th>
<th>Play Equipment/Structure</th>
<th>Baseball/Diamond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Parks and Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hamburg Historical Society Museum</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hamburg Senior Community Center</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hamburg Township Library</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marly W. Bennett Memorial Park</td>
<td>3.84</td>
<td>2</td>
<td>4/5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winklehaus Park</td>
<td>0.91</td>
<td>2</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Parks and Facilities</th>
<th>Acres</th>
<th>Accessibility</th>
<th>Baseball/Softball</th>
<th>Basketball Courts</th>
<th>Dog Park</th>
<th>Equine Center</th>
<th>Fitness Center</th>
<th>Football</th>
<th>Golf Course</th>
<th>Gymnasium</th>
<th>Ice Skating Rink</th>
<th>Multi-Purpose Field</th>
<th>Parking</th>
<th>Picnic Table(s)</th>
<th>Picnic Shelter</th>
<th>Play Equipment/Structure</th>
<th>Baseball/Diamond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Elementary School</td>
<td>3.95</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Hamburg Elementary School</td>
<td>3.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Lakeview Elementary School</td>
<td>2.34</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nottawasaga North Middle School</td>
<td>3.89</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pinckney High School</td>
<td>10.03</td>
<td></td>
<td>2/2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL | 15.32 | 2             | 4/5               |                   |          |               |                |          |             |           |                 |                       |         |                 |               |                      |                 |

1 Some facilities included in the inventory are not open to the public because they are school facilities.
2 See Chapter 3 (Barrier-free Accessibility) for further information regarding the accessibility assessment.
3 The Firestone Library and Senior Community Center are located on the 324 acre Bennett Park.

Draper Twin Lake Park

- Location: 1181 Inwood Road
- Size (average): 95
- Acquisition: 2005
- Easement: N/A
- Predominant Usage: Passive Recreation
- Accessibility Assessment: Level 3

<table>
<thead>
<tr>
<th>Asset Inventory</th>
<th>Fee</th>
<th>Accessible</th>
<th>Condition</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benches</td>
<td>5</td>
<td>Excellent</td>
<td>2 @ dock 1 @ trailhead</td>
<td>2 along trail</td>
</tr>
<tr>
<td>Boardwalk/Boating Docks</td>
<td>1</td>
<td>Excellent</td>
<td>22 cars &amp; trailers, gravel</td>
<td></td>
</tr>
<tr>
<td>Parking Lot</td>
<td>1</td>
<td>Good</td>
<td></td>
<td>Excellent 10' wide</td>
</tr>
<tr>
<td>Storage Shed</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trails - Limestone</td>
<td>1</td>
<td>Good</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Strengths:
- New facilities – parking, limestone trail, clock in 2008/2009
- Trail connection between Inwood and Parks Roads
- High quality wet meadow bordering the lake to the south

Challenges:
- Large wetland separates west and east sides of park
- Must reduce the deer population to protect natural features of the park

Potential Opportunities:
- Relocation of existing park signage; current location is confusing as it is located next to a barricaded entry to the park; we should take care of this now
- Kiosk at parking lot/trailhead indicating park amenities and trail locations and distances
- Connecting west and east sides of park with trail
- Active recreation opportunity in old farm fields at northeast corner of property
- Conduct prescribed burns
- Establish appropriately paced trails to minimize disruption
- Discontinue agriculture and convert agricultural fields to a native plant community
- Restore natural area connectivity within the park

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Grant History

Boulevard Park Improvements
- Grant Number: DM09-278
- Year: 1999
- Project Description: Removal and replacement of the basketball and tennis courts and playground equipment, a new welcome booth, concrete walkway and improvements to the park entrance.
- Status: These facilities remain at the park and are in good condition.
- Photo(s): See below photos of the playground, tennis court and basketball courts.

Clinton River Trail Pedestrian Bridge
- Grant Number: TFEB-040
- Year: 2008
- Project Description: Pedestrian bridge structure, approach, and ramps.
- Status: Construction of the Clinton River Trail bridge over Telegraph Road is complete and open for trail use.
- Photo(s): See below.

Chapter Footnotes:
1. The Americans with Disabilities Act and How it Affects Your Playgrounds. Landscape Structures, Inc.
Resource Inventory (Optional)

- Method to ID desirable land for future acquisition
- Inventory existing protected resources
- Determine resources/natural features and relative conservation value.
- Most easily accomplished with GIS
Planning Methods & Process

- **Methods**
  - Comparison to standards
  - Level of Service approach
  - Combination of methods

- **Public Input**

- **Input from Parks and Recreation Staff and Community Officials.**

- **Regional Planning Commission**

- **Social Characteristics Data**

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Planning Methods & Process

The diagram below outlines how the process corresponds to the MDNR suggested format.

<table>
<thead>
<tr>
<th>Background Studies</th>
<th>Community Description Recreation Inventory</th>
<th>MDNR Suggested Format</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Planning Process</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Community Description</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Recreation Facility</td>
<td>Administrative Structure</td>
</tr>
<tr>
<td></td>
<td>Deficiency and Needs</td>
<td>Recreation Inventory</td>
</tr>
<tr>
<td>Plan Development</td>
<td>Master Plan</td>
<td>Needs Assessment and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public participation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Goals and Objectives</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Action Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supporting Documents</td>
</tr>
</tbody>
</table>

The planning process incorporated considerable input from local officials, staff, and residents (Table 1). In addition to a resident survey, public meetings were conducted with public officials and community stakeholders to encourage an open dialogue and to shape an area-wide plan unique to the Howell community. Input from the Recreation Authority Board members was used to establish goals and priorities. The plan was also available for public review and comment for one month and subject to a public hearing that took place on September 16, 2008. Following the public hearing, the plan was officially adopted by the Howell Area Parks and Recreation Authority Board.

Table 1. Input Participation

<table>
<thead>
<tr>
<th></th>
<th>Community Description</th>
<th>Goal formulation</th>
<th>Action Program</th>
<th>Public Hearing</th>
<th>Plan Adoption</th>
</tr>
</thead>
<tbody>
<tr>
<td>Howell Area Parks &amp; Recreation Authority Board</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>Ocoa Township Officials</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>Genoa Township Officials</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>Marion Township Officials</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>Howell Area Parks &amp; Recreation Staff</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>Howell Area Residents</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
<td>✓ ✓ ✓ ✓ ✓</td>
</tr>
</tbody>
</table>

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Two Means Required

1) The First can be accomplished through:
   • Public meeting
   • Focus group meeting
   • Community workshop
   • Survey (telephone, mail, on-line, etc.)

2) Public Hearing – after 30 day review period
Goals and Objectives

• Outline goals and objectives to meet needs over 5-years.
• What information was used to formulate them?
• Provides flexibility to address community needs.

Example:

Goal: Provide recreational opportunities for people with disabilities

Objectives:
1. Insure that all improvements to park facilities are accessible.
2. Continue program development for special needs populations.
Action Program

Specific project that you will undertake to achieve your goals and objectives over the next five years.

- Projects do not need to be prioritized.
- Grant applications do not have to be for projects in the Action Program, but must be related to the Goals and Objectives.
- A CIP is not required, but recommended.
Action Program

<table>
<thead>
<tr>
<th>Park</th>
<th>Project</th>
<th>Priority</th>
<th>Relates to Goal #</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Kids Playground</td>
<td>Add a variety accessible play stations to the park.</td>
<td>3</td>
<td>1, 2</td>
</tr>
<tr>
<td>City Hall Park</td>
<td>Construct Japanese Garden.</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Elmwood Park</td>
<td>Install river viewing/fishing platform.</td>
<td>3</td>
<td>1, 2, 4</td>
</tr>
<tr>
<td>To Be Determined (TBD)</td>
<td>Explore opportunities for developing a skate park with a skating users group.</td>
<td>1</td>
<td>1, 2</td>
</tr>
<tr>
<td>Millbrook Meadows</td>
<td>Install/replace playground equipment as needed.</td>
<td>4</td>
<td>1, 2</td>
</tr>
<tr>
<td>Percy Carris</td>
<td>Install playground equipment as needed.</td>
<td>3</td>
<td>1, 2</td>
</tr>
<tr>
<td>Riverside Park</td>
<td>Investigate ways to expand parking.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>TBD</td>
<td>Construct Band Shell.</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Riverside Park</td>
<td>Construct canoe launch.</td>
<td>1</td>
<td>1, 2, 4</td>
</tr>
<tr>
<td>Sports Park</td>
<td>Repave parking lot, purchase grounds equipment.</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Wilson Street</td>
<td>Install play equipment.</td>
<td>3</td>
<td>1, 2</td>
</tr>
<tr>
<td>TBD</td>
<td>Continue to add property to the park system as land becomes available, particularly in underserved neighborhoods such as in the southern area of the City.</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>TBD</td>
<td>Develop a dog/bark park...</td>
<td>3</td>
<td>1, 2</td>
</tr>
<tr>
<td>Various Parks</td>
<td>Install cameras, sensor lights, or other vandalism prevention devices to park system.</td>
<td>3</td>
<td>1, 2</td>
</tr>
</tbody>
</table>
Local Adoption

• Draft Plan available for 30 days for public review and comment.
• After 30 days, must hold a well publicized public meeting to hear additional comments about the Plan.
• Resolution by Park Commission/Board must come after the 30 day review period and before adoption by the governing body.
• Plan must be adopted by governing body before submitting to the DNR.

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Plan Deadlines

- All plans submitted since 2005 expire on December 31\textsuperscript{st} of the 5\textsuperscript{th} year.
- January 1\textsuperscript{st} submittal recommended to take advantage of full five years.
- Plans due to DNR by March 1.
Plan Amendments

- Required for changes to the Plan.
- Does not extend the five-year period.
- 15-day public review period followed by public meeting and governing body resolution.
- Due by March 1 – if applying for grants
<table>
<thead>
<tr>
<th>Task</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gather data/inventory</td>
<td>January-March</td>
</tr>
<tr>
<td>Public input</td>
<td>April-June</td>
</tr>
<tr>
<td>Write/Review/Revise</td>
<td>July-September</td>
</tr>
<tr>
<td>Public Review</td>
<td>October (1 Month)</td>
</tr>
<tr>
<td>Public Hearing</td>
<td>November</td>
</tr>
<tr>
<td>Plan Adopted</td>
<td>December 2013**</td>
</tr>
<tr>
<td>Plan due to DNR</td>
<td>March 1, 2014</td>
</tr>
<tr>
<td>Plan expires</td>
<td>December 31, 2018</td>
</tr>
</tbody>
</table>

* Public hearing at the same meeting as Plan adoption, separate agenda item
** Adoption in December 2013 maximizes complete 5 years. Up to 5-Years unless Governing body adopts a Plan for a shorter time frame.
*** Grant applications due to the DNR by April 1, 2014.

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Helpful Hints

Joint Plans

- **Multiple Communities**
  - Plan must be adopted by resolution of each governing body
  - Each community can apply for grants separately

- **Recreation Authority – Programming Only (Ex. DARA)**
  - Plan must be adopted by Authority and all municipalities who want to be an eligible applicant.
  - Provide Articles of Incorporation in Plan
  - Each municipality can apply for grants individually

- **Recreation Authority - Acquire & Develop Property (Ex. HAPRA)**
  - Plan must be adopted by a resolution of the Authority
  - Provide Articles of Incorporation in Plan
  - The Authority must apply for grants - not individual municipalities

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Helpful Hints

Community Master Plan
- Recreation Plan can be a chapter of the Community Master Plan
- The Plan must meet the same requirements of the “Guidelines”

Other Planning Efforts
- Discuss the relationship to other planning efforts
- Ex: Regional Plans, Non-Motorized Transportation Plan, Placemaking, Economic Studies that reference recreation, etc.
- Include maps or other relevant graphics

Emergency Financial Manager (EFM)
- Same process, including adoption by highest governing body.
- Final approval EFM.

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Helpful Hints

Advertising
- Process typically used to advertise draft Plan availability
- Public hearing advertise as a legal notice

ADA
- ADA Checklist:  http://adachecklist.org
- Resources
  - US Department of Justice:  www.ada.gov
  - Access Board:  www.access-board.gov
  - National Center on Accessibility,  www.ncaonline.org
  - Great Lakes ADA Center,  http://adagreatlakes.org

E-mail Updates
-  www.mi.gov/dnr-grants

www.michigan.gov/dnr-grants
General Revisions
  – Clarifications and updates

DNR Grants Management will go Paperless
  – Anticipated date by April 2014
  – Submit grant applications and 5-Year Recreation Plans electronically

ADA
  – Add Accessibility Evaluation ranking back (scale 1-5)
  – Provide more definition of evaluation
    • Who did the evaluation? What methods were used?
    • What was found?
    • Are you addressing necessary upgrades in your Goals/Objectives/Action Plan?
Changes

Changes to align with Statewide Initiatives:
Blue Ribbon Panel Report, SCORP, State Trail Plan, Public Land Management Strategy

Collaboration
- Identify collaborative relationships: intergovernmental agreements, etc.
- Input and planning with other recreation providers in your region – check with Regional Planning Commission
- Relationship to Statewide Initiatives
- Joint 5-Year Plans

Connectivity
- Identify trail connections between communities
- Address connection for people in the community to parks and facilities

www.michigan.gov/dnr-grants
Post-Completion Self-Inspection (1/13/12)

- All grants ever awarded
- Forms for each grant program available on-line
- Photos – Minimum include recognition sign. Photos of the site.
- For boundary maps contact your grant coordinator
- Required for Plan approval.
- Missing recognition plaques
  - Requirement of Project Agreement – Can approve Plan without Plaque
  - MNRTF & LWCF – Link to RMI, Inc. on DNR website, [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)
  - CMI – Not available through DNR contract - contact a sign company of your choice
Grant Scoring Changes - MNRTF

- **Collaboration**
  - Formal Intergovernmental agreements – 2 LUGS: 30 points
  - Informal agreements - LUG & non-governmental :15 points

- **Trails** – Possible to score up to 50 points if trailheads will be on an existing regional trail.

- **Compliance Incentive** – Known unresolved conversions, deduct 50 points

- **Environmental Friendly** – Need 3 or more

- **Acquisition:**
  - ORV and/or Snowmobile use: 10 points
  - Less than 50% Public land: 10 points
    - Crawford, Schoolcraft, Alger, Oscoda, Kalkaska, Mackinac, Luce, Roscommon, Gogebic

www.michigan.gov/dnr-grants
Changes

Grant Scoring Changes - LWCF

- More similar format to MNRTF
- Collaboration: 0 or 20 points only
- Compliance Incentive – Known unresolved conversions, deduct 50 points
Input

What works with the current 5-Year Plan Guidelines?

What changes would you recommend?
Thank You!

Questions?

www.michigan.gov/dnr-grants