



Parks and Recreation Board Agenda
Department of Public Services
851 South Eton-Conference Room
Tuesday, January 11, 2022
6:30 PM

- I. Call to order**
- II. Roll Call**
- III. Approval of the minutes of:** Tuesday, December 7, 2021 (*regular meeting*)
- IV. Agenda Items-Written and submitted by 5pm Monday at the Birmingham Ice Sports Arena, one week prior to the meeting.**
 - 1. Nomination of 2022 Parks and Recreation Board Chairperson/Vice-Chairperson
- V. Communications/Discussion Items**
 - 1. Oakland County Parks and Recreation Park Improvements Grant Program
 - 2. Project Updates (verbal)
 - a) Adams Park
 - b) Pickleball
 - c) Donation Opportunity
 - d) Winter Sports
 - 3. Long Range Planning- Saturday, January 22, 2022, 8:30 AM Municipal Building
- VI. Unfinished Business**
- VII. New Business**
- VIII. Open To The Public for Items Not On the Agenda**
- IX. Next Regular Meeting – Tuesday, February 1, 2022**

Individuals requiring accommodations, such as interpreter services, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 at least one day in advance of the public meeting.
Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al (248) 530-1880 por lo menos el día antes de la reunión pública.
(Title VI of the Civil Rights Act of 1964).

*If you cannot attend the meetings, please contact Connie Folk at the Birmingham Ice Arena (248) 530-1642.
Minutes are available for review at the Birmingham Ice Sports Arena, 2300 East Lincoln, Birmingham, MI 48009*

PARKS & RECREATION BOARD MISSION STATEMENT

The Parks and Recreation Board strives to provide opportunities for the enjoyment, education, and inspiration for present and future generations of residents and visitors through stewardship of natural, cultural and recreational resources. By continuously elevating the beauty and quality of the parks and recreation system of Birmingham, the Parks and Recreation Board will promote health and wellbeing, and strengthen the community.

The highly transmissible COVID-19 Delta variant is spreading throughout the nation at an alarming rate. As a result, the CDC is recommending that vaccinated and unvaccinated personnel wear a facemask indoors while in public if you live or work in a substantial or high transmission area. Oakland County is currently classified as a substantial transmission area. The City has reinstated mask requirements for all employees while indoors. The mask requirement also applies to all board and commission members as well as the public attending public meetings.

Should you have any statement regarding the above, you are invited to attend the meeting in person or virtually through
ZOOM: <https://zoom.us/j/98191466679> **Meeting ID:** 981 9146 6679
You may also present your written statement to:
City of Birmingham, Parks and Recreation Board
851 South Eton, Birmingham, Michigan 48009 prior to the meeting.

PARKS AND RECREATION BOARD MEETING MINUTES
December 7, 2021

Heather Carmona, Chairperson, called the meeting to order at 6:30 pm at 851 South Eton

MEMBERS PRESENT: Heather Carmona
Susan Collins
Pam Graham
Ross Kaplan
Ellie Noble, Sarasota, FL
Dominick Pulis
John Rusche

STUDENT REPRESENTATIVES PRESENT: R.J. Carrel, Groves High School

STUDENT REPRESENTATIVES ABSENT: Alison Chapnick Groves High School
Kyle Sayers, Seaholm High School

ADMINISTRATION: Lauren A. Wood, Director of Public Services
Brooks Cowan, City Planner
Carrie A. Laird, Parks and Recreation Manager
Connie J. Folk, Recreation Coordinator

PRESENTER: Bruce Lemons, President at Foresite Design, Inc.

GUESTS: Anne Lipp, Linda Forrester and Arnold Forrester

It was moved by Collins, seconded by Rusche to approve the minutes of the Tuesday, November 9, 2021 regular meeting as amended.

Ayes, Heather Carmona, Susan Collins, Pam Graham, Ross Kaplan, Ellie Noble, Dominick Pulis and John Rusche

Nays, None

Absent, None

Agenda item #1: Recommendation for Pickleball Site Location

PM Laird introduced Bruce Lemons, president at Foresite Design, Inc. PM Laird stated that the City of Birmingham engaged the services of Foresite Design, Inc. a local architect with a unique and primary focus in the design and implementation of athletic and recreational facilities, to perform site assessments and potential designs for each of the five potential locations.

PM Laird recapped the process that the city has taken in determining the proposed pickleball locations.

PM Laird stated working through the Capital Projects Sub-Committee they reviewed all feedback from the first survey and the site assessments of all five locations by Foresite Design, Inc. to narrow the options to three (3) locations. PM Laird stated a second survey (Pickleball 2.0) with Crestview Park, Kenning Park and St. James Park was posted to Engage Birmingham in November, closing November 30, 2021. PM Laird stated the recommendation is to move forward with Kenning Park as the site for pickleball.

Lemons stated that there is a cost savings when installing multiple pickleball courts at one location.

Carmona stated although only one location is recommended that does not mean that additional pickleball court locations could not be added based on costs.

Collins asked if the Kenning Park location is to close to the businesses and if there could be some type of screening installed around the pickleball courts.

Linda Forrester stated that having eight pickleball courts at Kenning Park would be a great and location and would be used a lot. Arnold Forrester stated that having additional courts scattered around the City of Birmingham would not be used.

Pulis asked if benches, picnic table or shade structures could be added once the landscape survey is finalized.

PM Laird stated that shade structure was not included in the estimated budget for the pickleball court project.

PM Laird stated that when bid documents are created additional items such as screening, seating and shade structure could be added to the bid documents. PM Laird stated that there would be some type of screening added around the pickleball courts.

It was moved by Pulis, seconded by Collins to support Kenning Park as a proposed site for new pickleball courts, pending departmental review, and to forward to the City Commission for their consideration. Further, to recommend proceeding with design development services including construction drawings and bid documents with Foresite Design, Inc.

Ayes,	Heather Carmona, Susan Collins, Pam Graham, Ross Kaplan, Ellie Noble, Dominick Pulis and John Rusche
Nays,	None
Absent,	None

Agenda item #2: Request for Art Donation Installation:

a) Ray Katz "Astral Projection" – Art on Loan Application

CP Cowan presented to the Parks and Recreation Board Artist Ray Katz sculpture "Astral Projection" as part of the City of Birmingham Public Arts Board's 2021 Call For Entry which was presented at the November 9, 2021 Parks and Recreation Board meeting.

CP Cowan stated the proposed location is Crestview Park near the corner of Southlawn and Southfield. The Public Arts Board (PAB) liked the variety of colors, shapes, and height that "Astral Projection" which would bring to the area.

CP Cowan stated the PAB also preferred the one base pad that would be required for installation and would be more ideal for a sculpture on loan. At the November 9, 2021 Parks and Recreation Board Meeting the request was postpone until the Public Arts Board (PAB) coordinated with city staff as it was related to the possible installation of the pickleball courts at Crestview Park.

CP Cowan stated that since pickleball are not being considered at Crestview Park that the PAB would like approval of the sculpture on loan titled "Astral Projection" by Ray Katz to be located at Crestview Park near the corner of Southfield and Southlawn and would be on loan for three (3) years.

CP Cowan stated that the pad installation would be coordinated with the engineering sidewalk program that takes place in the spring/summer. CP Cowan stated that the pad could be tailored to the artwork.

It was moved by Pulis, Seconded by Rusche to recommend approval of the application for the sculpture on loan titled "Astral Projection" by Ray Katz to be located at Crestview Park near the corner of Southfield and Southlawn.

Ayes,	Heather Carmona, Susan Collins, Pam Graham, Ross Kaplan, Ellie Noble, Dominick Pulis and John Rusche
Nays,	None
Absent,	None

COMMUNICATION/DISCUSSION ITEM #1: Birmingham Ice Sports Arena Renovation/Addition Project-City Commission Update 12-6-21

DPS Director Wood presented to the Parks and Recreation Board the report that was presented to the City Commission by Robert Stempien, Senior Vice President Plante Moran for the project of the Birmingham Ice Sports Arena from the last six months.

DPS Director Wood stated there would be ribbon cutting ceremony in the near future.
No Action was taken by the Parks and Recreation Board

COMMUNICATION/DISCUSSION ITEM #2: Golf Course Updates

a. Golf Course Finance Report-October, 2021

DPS Director Wood provided the golf course finance report to the Parks and Recreation Board. DPS Director Wood stated that Jacky Brito, Golf Course Manager is working on the year-end report for the 2021 golf course season.

No Action was taken by the Parks and Recreation Board

b. City of Birmingham Schedule of Golf Transfers

DPS Director Wood provided the schedule of golf transfers through October, 2021 to the Parks and Recreation Board that was requested at a previous Parks and Recreation Board meeting.

No Action was taken by the Parks and Recreation Board

COMMUNICATION/DISCUSSION ITEM #3 Reminder: Nomination of 2022 Parks and Recreation Board Chairperson/Vice-Chairperson at the January 11, 2022 meeting

RC Folk reminded the Parks and Recreation Board of the elections for chairperson/vice-chairperson that will be conducted at the January 11, 2022 Parks and Recreation Board meeting.

No Action was taken by the Parks and Recreation Board

UNFINISHED BUSINESS:

No unfinished business

No Action was taken by the Parks and Recreation Board

NEW BUSINESS:

Lipp stated to the Parks and Recreation Board that she is speaking on behalf of the Figure Skating Club of Birmingham and the ice skating community that an ice show date should be announced. Lipp stated that other surrounding ice arenas have already announced their ice show date and if the City of Birmingham will not be having an ice show for this year that should also be announced.

RC Folk stated that the ice show is the combination of the ice skaters from the Learn To Skate ice skating program and the Figure Skating Club of Birmingham. RC Folk stated that the ice show is similar to a dance recital.

RC Folk stated there are factors of deciding a date for the ice show and there has been discussion with PM Laird.

PM Laird stated that there are current ice skating instructors on staff with the City of Birmingham that could assist with directing an ice show.

Collins stated that the ice show could occur in early June, 2022.

Maryann Bruder a zoom participant stated that she would like the date of the ice show be announced as well.

No Action was taken by the Parks and Recreation Board

OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA:

No Public Comments

Carmona stated the next regular meeting will be held on Tuesday, January 11, 2022 at 6:30 pm at 851 South Eton.

Meeting was adjourned at 7:20 pm
Connie J. Folk, Recreation Coordinator



MEMORANDUM

Department of Public Services

DATE: January 5, 2022

TO: Thomas M. Markus, City Manager

FROM: Carrie A. Laird, Parks and Recreation Manager

APPROVED: Lauren A. Wood, Director of Public Services

SUBJECT: Oakland County Parks and Recreation Park Improvement Grant

INTRODUCTION:

Voters passed the Oakland County Parks and Recreation Millage in November of 2020. A portion of these funds will be used for competitive grant programs that support local park improvement projects and non-motorized trails. The Oakland County Parks and Recreation (OCPR) Grant Programs were created to assist local communities with planning, preliminary engineering/design, and construction costs directly related to park improvement and trail projects located in Oakland County. \$1.2 million is available for the OCPR Grant Programs for Fiscal Year 2022 (begins October 1, 2021). Communities must have an approved resolution by their governing body in order to apply. The deadline to apply is January 14, 2022.

BACKGROUND:

The \$1.2 million is divided into two parts, \$750,000 allocated for the Trailways Grant Program, and \$450,000 is available for the Park Improvements Grant Program. Within these two sources of funding, further limits are placed for Pre-Development Grants (\$5,000 minimum- \$25,000 maximum) and Development Grants (for Trails: \$5,000 minimum- \$200,000 maximum) and (for Park Improvements: \$5,000 minimum - \$100,000). Only one application for one project may be submitted per cycle, for either the Park Improvements Grant Program or the Trailways Grant Program. We will be applying for a Park Improvement Development Grant for the maximum amount of \$100,000 for the development of Adams Park.

Adams Park is selected as our improvement project to apply for funding through Oakland County this year for several reasons. We have a park design ready. We have identified the project in our 5-year Parks and Recreation Master Plan (2018-2022). We have public engagement and support. Included in the design are ADA compliance and sustainability. Additionally, the improvement of Adams Park aligns with the most recent OCPR County-Wide Needs assessment where essentially we can check the most boxes of identified needs (i.e. picnic area/seating, playground, court sports, field sports). We also have a letter of financial support from Roper School. Adams Park is the next project in the queue and meets the requirements for potential grant funding through Oakland County Parks and Recreation.

Because of the above stated reasons, we are not applying for this grant as it relates to trails or Pickleball courts. We will be considering other grant opportunities for these future projects.

The application is online and intentionally designed to be user friendly and easy to fill out to encourage communities to apply for this funding.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and is satisfied with how it reads.

FISCAL IMPACT:

This grant would potentially award Birmingham up to \$100,000, to apply toward the cost of the Adams Park Improvement project. The actual construction cost for the Adams Park development project is unknown until we receive competitive bids. The minimum construction budget is estimated to be \$725,000.

The grant funds will offset the use of Parks and Recreation Bond dollars from the Land Improvement account #408-751.000-979.0000.

PUBLIC COMMUNICATION:

At this time, no public communication is required. If the City of Birmingham is awarded the OCPR Grant Funding, it will be communicated through all appropriate channels.

SUMMARY:

The Department of Public Services recommends approving the attached Resolution and submit it online for the OCPR Park Improvement Grant Program.

ATTACHMENTS:

- Resolution of Authorization for Birmingham to apply to the Oakland County Parks and Recreation Park Improvements Grant Program
- OCPR Grant Program Guidance for Applicants

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution authorizing the City of Birmingham to apply for the Oakland County Parks and Recreation Park Improvements Grant Program for the maximum amount of \$100,000.

RESOLUTION

Resolution of authorization for cities, villages and townships to apply to the Oakland County Parks and Recreation Trailways and Park Improvements Grant Programs

WHEREAS the City of Birmingham desires to submit an application titled "City of Birmingham Adams Park" to the Oakland County Parks and Recreation Park Improvements Grant Program for the Development of Adams Park including a new play area, garden seating plaza, basketball court, track and field elements, and beautiful landscaping at Adams Park in the City of Birmingham in the amount of \$100,000.00; and

WHEREAS the proposed application is supported by the Community's 2018-2022 Parks and Recreation Master Plan; and

WHEREAS the Grant Program requires a local match of twenty-five percent (25%) of the requested grant; and

WHEREAS the Grant Program requires that the City of Birmingham certify compliance with all Grant Program requirements, including commitment to long-term maintenance and all project cost overruns.

NOW THEREFORE BE IT RESOLVED that the City of Birmingham hereby approves participation in the Park Improvements Grant Program and authorizes the submission of a Park Improvements Grant Program application for \$100,000.00.

BE IT FURTHER RESOLVED that the Grant Program application is supported by the 2018-2022 City of Birmingham Parks and Recreation Master Plan.

BE IT FURTHER RESOLVED that the City of Birmingham acknowledges and certifies compliance with all grant program requirements, including commitment to long-term maintenance and all project cost overruns.

BE IT FURTHER RESOLVED that the City of Birmingham shall make a local match far exceeding the required 25% and is in fact an estimated 90% match through financial commitment in cash, force account, federal or state funds, private funds, or donated labor/materials directly related to the project for \$978,341.00.

BE IT FURTHER RESOLVED that Lauren Wood, Director of Public Services will be authorized to sign all grant-related documents on behalf of the City of Birmingham.

AYES:

NAYES:

ABSENT:

MOTION APPROVED. I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by Birmingham City Commission at their regular meeting held on January 10, 2022, at 7:30 p.m., with a quorum present.

Clerk

Dated



Grant Program Guidance for Applicants

**OAKLAND
COUNTY PARKS**
Great Parks for Great People



Print Date November 2, 2021

Grant Program Guidance for Applicants



General contact information:

website: OaklandCountyParks.com

phone: 1-888-OCPARKS

email: OCParks@oakgov.com

2800 Watkins Lake Road
Waterford, MI 48328

Parks Commission

The Oakland County Parks and Recreation Commission was established by Public Act 261 of 1965. Founded in 1966, the commission is the policymaking board that oversees the system's 6,700 acres. Commissioners are tasked with allocating resources throughout 14 parks, and making decisions about purchasing park land, constructing facilities, preserving maintenance standards and developing innovative programs and services.

The Oakland County Parks and Recreation Commission is dedicated to providing all residents quality recreation experiences that encourage healthy lifestyles, support economic prosperity, and promote the protection of natural resources.

Oakland County Parks, programs, services and facilities are made possible by millage funds supported by Oakland County residents. For a home or business valued at \$200,000, the homeowner pays approximately \$35/year to support Oakland County Parks and Recreation.

Current Parks Commission Members:

Gary R. McGillivray-Chairman, J. David Vanderveen-Vice Chairman,
Ebony Bagley- Secretary, Christine Long-Executive Committee Member, Yolanda Charles, Andrea LaFontaine,
Jim Nash, Nancy L. Quarles, E. Lance Stokes

For information about the Oakland County Parks and Recreation Grant Programs, please contact:

Amanda Herzog
Project Advisor – OCPR Grant Programs
(248) 221-8738
herzogab@oakgov.com

Melissa Prowse
Supervisor – Planning & Resource Development
(248) 249-2801
prowsem@oakgov.com

Table of Contents

Introduction	2
Schedule	3
Grant Program Overview and Eligibility	4
Application Guidance	6
APPENDIX A: Sample Resolution	10

Introduction

The Oakland County Parks and Recreation Millage was passed by voters in November 2020. A portion of these funds will be used for competitive grant programs that support local park improvement projects and non-motorized trails. The Oakland County Parks and Recreation (OCPR) Grant Programs were created to assist local communities with planning, preliminary engineering/design, and construction costs directly related to park improvement and trail projects located in Oakland County.

\$1.2 million is available for the OCPR Grant Programs for Fiscal Year 2022 (Oakland County Fiscal Year begins October 1). Currently, \$750,000 has been allocated for the Trailways Grant Program, and \$450,000 allocated for the Park Improvements Grant Program. The OCPR Commission reserves the ability to adjust the funding in each grant program, in its sole discretion.



Schedule

Schedule for Oakland County Parks and Recreation Trailways and Park Improvements Grant Programs



Request for Proposals
November 15, 2021



Informational Webinar
December 7, 2021



Grant Applications Due Online
January 14, 2022 by 5 p.m.



Award Announcement
April 2022



Project Period Begins
Upon execution of grant agreements



Project Period Ends
Date on executed grant agreement



Final Report Due
60 days after project period end date

Oakland County Parks and Recreation Grant Program Overview and Eligibility

Trailways Grant Program Goals

Fund trail planning/design/engineering (pre-development) as well as development/construction, with a priority of closing gaps and/or making connections to planned trail networks and systems within Oakland County. Projects should fill gaps, connect key locations or existing pathways, or otherwise be part of a larger trail planning effort. No stand-alone projects will be considered (unless they are part of a larger coordinated effort). Trail projects within a park facility may be eligible for the OCPR Park Improvements grant program. “Trail project” is defined as: a non-motorized trail, path, pathway, shared-use path, pathway connector, on-road bike facility, water trail and trail-related amenities including, but not limited to, trailheads, pedestrian-activated traffic control devices, bike racks, bike repair stations, wayfinding signs, bridges, boardwalks, tunnels and benches.

Park Improvement Grant Program Goals

Fund city, village, or township park planning/design/engineering projects (pre-development) as well as development/construction of projects that promote and provide public outdoor recreation opportunities. “Park Improvements” are defined as: projects that create new park facilities or renovate existing park facilities and must promote or involve fishing, hunting, beaches, boating access, picnic areas, winter sports areas, playground equipment, ball fields, court sports, skate parks, sports fields, disc golf, park trails, spray parks/splash pads, or support/improve the user experience, including but not limited to, nature interpretive buildings, visitor centers, restrooms, trailheads, parking areas, or maintenance/equipment storage buildings.

Grant Limits

Trailways Grant Program

Pre-Development Grants – \$5,000 minimum - \$25,000 maximum

Development Grants - \$5,000 minimum - \$200,000 maximum

Park Improvements Grant Program

Pre-Development Grants - \$5,000 minimum - \$25,000 maximum

Development Grants - \$5,000 minimum - \$100,000 maximum

Grant Match

A minimum 25% grant match is required for all grants.

Eligibility

- Grant Projects must be located in Oakland County, Michigan.
- The Grant application must be submitted by a city, village, or township in Oakland County. The State of Michigan, school districts, regional authorities, federally recognized Native American tribes, colleges, universities, private recreation providers, land conservancies, and conservation districts are NOT eligible.

Grant Requirements

- Park Improvements and Trailways projects must be identified in an approved/adopted plan including, but not limited to, 5-year Parks and Recreation Plan, Capital Improvement Plan, Trailways Master Plan, Complete Streets Plan, Pathways Plan, or Community Master Plan.
- Each city, village, or township is only able to receive funding for projects in their jurisdiction every 2 years. For example, if a community is awarded grant funding in 2022, they cannot submit another application until 2024.
- Communities should submit only one application per cycle, for either the Park Improvements Grant Program or the Trailways Grant Program.
- Pre-development Grants involve activities prior to construction of a park improvement or trail project including, but not limited to, design, preliminary engineering, Phase 1 or 2 Environmental Site Assessments, public engagement, and construction plans.
- Development Grants involve activities commencing with the construction of a park improvement project or a trail.
- Park Improvement projects can create new park facilities or can renovate existing facilities (so long as the need for renovation is not due to poor maintenance, design, or construction).
- Park Improvement projects must promote or involve fishing, hunting, beaches, boating access, picnic areas, winter sports areas, playground equipment, ball fields, court sports, skate parks, sports fields, disc golf, park trails, or support/improve the user experience, including but not limited to, nature interpretive buildings, visitor centers, restrooms, trailheads, parking areas, or maintenance/equipment storage buildings. Construction management and permit fees associated with Park Improvement projects are eligible expenses for reimbursement (not to exceed 15%). If you are unsure if your project is eligible for grant funding, please reach out to grant staff to discuss

Ineligible Expenses:

Funding will not be provided for the following projects: (1) indoor recreation facilities (except those that support outdoor recreation), (2) land acquisition, (3) stadiums for professional sports, (4) art displays, (5) decorative fountains, (6) facilities for historical interpretation, (7) projects that would create an unfair competitive situation with private enterprise, and (8) invasive species removal, shoreline stabilization, or erosion control that are not directly related to the improvements of recreation facilities at the project site, or (9) ongoing maintenance costs (i.e., mowing the grass or emptying trash receptacles).

Application Guidance

Responses to questions in the online application should be brief, but informative. Maximum word counts are identified for each question, but do not need to be reached for a successful application.

TAB 1: APPLICANT INFORMATION

Project Title

Please use a title that includes the applicant municipality name and a few words to describe the proposed project (i.e. “Ferndale Pathway Development,” or “Clawson City Park Playground Replacement.”)

Name of City, Village or Township

Select applicant city, village or township from the drop-down menu.

Primary Grant Administrator Contact Information

This should be the person responsible for administering the grant and should be someone directly familiar with the project and able to answer questions about the project.

Project Partners

Please describe any partners that are contributing directly or indirectly to the project, i.e. financial support, volunteer labor/services, donors of materials/supplies, etc. Please do not list project “supporters” in this section, but rather submit letters of support from these organizations in the “Uploads” section of the online application.

Grant Type

Select the type of grant for which you are applying – Pre-Development Grant Program (design, engineering, planning, etc.) or Development Grant Program (construction).

TAB 2: FINANCIAL INFORMATION

Match Sources

Please list all match sources in this section. Match can be identified as “pledged, awarded, budgeted, or pending.” Please list each source separately by adding a new row for each match source. Pending funding should include any other grants that have been applied for but not awarded at the time of submission. Applicant match sources may include:

- 1. General Funds or Local Restricted Funds:** Local cash or budgeted funding from the applicant’s general fund or restricted recreation funds.
- 2. Force Account Labor:** The applicant’s paid employees who will work directly on the construction of the project. This value cannot include administration or supervision costs, but may include design engineering and other professional services.
- 3. Federal or State Funds:** Federal or State grant funds that have been awarded (or are pending award) for funding within the OCPR grant project period.
- 4. Private or Philanthropy:** Funding that has been awarded through private donations or philanthropic organizations.
- 5. Cash Donations:** Cash generated from donations, fund-raising, or other similar means.

- 6. Donated Labor/Materials:** Labor or materials directly related to the construction of the project from sources other than the applicant's own paid labor. Donated labor will be valued at minimum wage, unless the person is professionally skilled in the work being performed on the project. When a professional is volunteering professional services, the wage rate this individual is normally paid for performing this service may be charged to the project. Value of donated materials must be documented. Value of donated land will not be counted as match.

Grant Match and Project Costs

Please list the total project cost, the amount requested from OCPR, and the local match being provided. Indicate the status of each match source using the drop-down menu to select "pledged, awarded, budgeted, or pending."

Trailways Grant Program

- Pre-Development Grants – 25% match required. Grants range from \$5,000 - \$25,000 (for example, for a \$10,000 project, a minimum of \$2,500 must be provided by the applicant).
- Development Grants - 25% match required. Grants range from \$5,000 - \$200,000 (for example, for a \$200,000 project, a minimum of \$50,000 must be provided by the applicant).

Park Improvements Grant Program

- Pre-Development Grants – 25% match required. Grants range from \$5,000 - \$25,000 (for example, for a \$10,000 project, a minimum of \$2,500 must be provided by the applicant).
- Development Grants - 25% match required. Grants range from \$5,000 - \$100,000 (for example, for a \$100,000 project, a minimum of \$25,000 must be provided by the applicant).

Project Budget

Using the form in the online application, please provide a project budget. To add additional scope items, click the plus sign to add additional rows. Please round to the nearest dollar. Grantees are responsible for all cost overruns or any additional costs needed to complete the project that are not identified in the submitted project budget. See Eligibility section for a list of ineligible expenses.

TAB 3: PROJECT DETAILS

Project Description

This section contains five individual questions to provide detail on the project.

1. Describe the physical location of the proposed project and ownership of the property. Describe any nearby features or amenities that may impact the project or benefit from the project. (250 word max)
2. Describe the project design and why it was chosen. (250 word max)
3. Provide a relevant history/background information (including any environmental concerns that have been identified on the project property and how you plan to address them). (250 word max)
4. Describe the community need for the project – describe how you are proposing to meet an existing identified need and not duplicating services. Describe anticipated community impact and usage. (250 word max)

Project Identification in Planning Documents (100 word max)

Indicate where and how this project is addressed in relevant community planning documents, which may include: 5 Year Parks and Recreation Master Plan, Capital Improvement Plan, Park Master Plan, Capital Improvement Plan, Community Master Plan, Complete Streets Plan, Trailway Master Plan, Pathway Plan, etc. Please include a link or directions to where the documents can be found online. If not available online, please include relevant pages of the document as an upload in the uploads section of this application.

Project Alignment with Most Recent OCPR County-Wide Needs Assessment – PARK IMPROVEMENT PROGRAM ONLY (this question will not appear in the Trailways Grant Program Application)

Indicate how the proposed park improvement project aligns with the most recent [OCPR County-Wide Needs Assessment](#). Select from the list any of the project categories that the proposed project fits within (may select more than one).

Public Engagement/Support (250 word max)

Applicants must hold at least one public meeting (advertised in a manner that would satisfy the Michigan Open Meetings Act) to receive public input about the project. This can be a regularly scheduled board/commission meeting or a separate stakeholder or public input meeting. Support for the project will need to be demonstrated in the application. Include a summary of all relevant public engagement regarding the proposed project.

Sustainability (250 word max)

Projects that consider sustainability in their design and construction will receive more points than those that do not. Sustainable design/construction creates products and services that have considered the environmental, social, and economic impacts from the initial phase throughout the design life. Examples of sustainable design principles include, but are not limited to, low-impact materials, energy efficiency, reuse and recycling, durability, water conservation, etc.

Long-Term Maintenance (100 word max)

Development projects funded by OCPR must be maintained and open to the public for a minimum of 15 years from OCPR approval of final report. Describe how the project will be maintained long-term, including any equipment or staffing needs and how they will be addressed.

ADA Compliance/Universal Accessibility (250 word max)

Projects must, at a minimum, meet accessibility requirements of the [ADA – 2010 ADA Design Standards](#). Projects not covered under the ADA should follow the [US Access Board Outdoor Developed Areas Accessibility Guidelines](#). Indicate whether you consulted with anyone in the disability community for review of the design of the project or of specific scope items that relate to accessibility. Upload a letter or meeting minutes which specifies their recommendations, if any, on how the project can meet or exceed ADA requirements. Letters from consultants or equipment representatives will not be considered as input from an advocate of the disability community. Additional points will be awarded for projects that incorporate Universal Design principles. Describe how the proposed project will be ADA compliant and list any project components that incorporate principles of Universal Design. Include any relevant and applicable design drawings, specifications, etc. in the “Uploads” section of this application. ([The National Disability Authority has an excellent summary of the 7 Principles of Universal Design](#)).

Project Dates

Costs incurred for a project prior to the date the grant agreement is executed will not be eligible for reimbursement. The grant period for pre-development projects is one year from the date the grant agreement is executed. The grant period for development projects is three years from the date the grant agreement is

executed. Grant monies not used during the grant period (including any extensions granted) will be forfeited and allocated funds will be returned to the OCPR's grant fund. Grant period extensions due to extenuating circumstances may be requested, in writing, by grantees prior to the end of an identified grant period. Extensions will be granted at the discretion of OCPR grant management staff (OCPR Planning).

Site Control

Select the type of site control the applicant has over the site where the project is to be completed. Site control may be fee-simple, less-than-fee-simple, lease, easement, or other control.

Entrance

Select whether or not the park or facility has any required entrance fees – annual, daily, non-resident, etc.

Ease of Access

Select the ways in which people can access the site – automobile only, bicycle on-street, dedicated bike lane, sidewalk, nearby bus stop (within ¼ mile).

Certified Resolution

A certified copy of a resolution from the applicant's governing body (city council, village council, township board) must be uploaded in the "Uploads" section of the online grant application (see Appendix A: Sample Resolution). This resolution shall state and include the following: (1) approval of the Community's participation in the Program, (2) authorization of the application for the Program, (3) designation of the person authorized to sign on the Community's behalf, and (4) certification of the Community's compliance with the Program's requirements, including commitment to long-term maintenance and to all project cost overruns.

Final Report & Reimbursement

The OCPR Trailways and Park Improvements Grant Programs are reimbursement grants. If awarded a grant, the community will have an opportunity to request reimbursement on a quarterly basis. A final report will need to be submitted and approved by OCPR grant management staff prior to the release of the final 20% of grant funds.

Uploads

Required:

- Project Location Map: The applicant must submit a map with the project location and public parking location. The applicant can submit multiple maps combined into a single PDF or up to 3 JPEG.
- Project Site Plan/Map: The applicant must submit a map or site plan that shows the detailed locations of the project scope items to be funded by the grant, i.e., proposed playground location, proposed trail route, etc. This map or site plan does not need to be a professional site plan.
- Certified Resolution

Optional:

- Letters of Support (submit as one combined PDF or up to 3 JPEG)
- Design drawings/specifications (submit as one combined PDF or up to 3 JPEG)
- Photographs with captions that indicate the relevant content of the photo (submit as one combined PDF or up to 3 JPEG)
- Other

APPENDIX A: Sample Resolution

Sample resolution of authorization for cities, villages and townships to apply to the Oakland County Parks and Recreation Trailways and Park Improvements Grant Programs

WHEREAS _____ (community desires to submit an application titled “_____” to the Oakland County Parks and Recreation [Trailways] OR [Park Improvements] Grant Program for [Predevelopment] or [Development] of _____ (project description) at _____ (location or park name) in the amount of \$ _____; and

WHEREAS the proposed application is supported by the Community’s **[insert name of planning document]**; and

WHEREAS the Grant Program requires a local match of twenty-five percent (25%) of the requested grant; and

WHEREAS the Grant Program requires that _____ (community) certify compliance with all Grant Program requirements, including commitment to long-term maintenance and all project cost overruns.

NOW THEREFORE BE IT RESOLVED that _____ (community) hereby approves participation in the [Trailways] or [Park Improvements] Grant Program and authorizes the submission of a [Trailways] OR [Park Improvements] Grant Program application for \$ _____.

BE IT FURTHER RESOLVED that the Grant Program application is supported by _____ (community’s) **[insert name of planning document]**.

BE IT FURTHER RESOLVED that _____ (community) acknowledges and certifies compliance with all grant program requirements, including commitment to long-term maintenance and all project cost overruns.

BE IT FURTHER RESOLVED that _____ (community) shall make a local match through financial commitment in cash, force account, federal or state funds, private funds, or donated labor/materials directly related to the project for \$ _____.

BE IT FURTHER RESOLVED that _____ (person) will be authorized to sign all grant-related documents on behalf of _____ (community).

AYES:
NAYES:
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by _____ of _____ at their regular meeting held on _____, 20__, at _____ a.m./p.m., with a quorum present.

Clerk

Dated