



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:

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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:

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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