

2024 Grant Application

Outdoor Recreation Grant Program

Submission Deadline: April 1, 2024 (by 11:59pm)

Before starting this application, please read the [2024 Outdoor Recreation Program Manual](#). If you are resubmitting an application from a previous cycle, please be sure to use this application as there have been several changes.

Only one park may be included in an application and only one application per park. Applicants can submit more than one application and receive more than one grant. Significant progress must be made on active projects before you can submit another application.

This program is very competitive. Be sure to allow enough time to complete the resolution, public participation, and any appraisals (if your project includes land acquisition). Staff are available to discuss your project. If you would like comments on draft applications, submit them by **11:59pm, February 29, 2024**. Only complete applications submitted by the deadline will be considered.

To submit your application, format the entire application, including all attachments, as one “pdf” and email it to Parkgrants.DNR@state.mn.us by **11:59pm, April 1**. Use the form provided for each item or reproduce it in the same format. Use **Application Check-List** as your cover sheet.

After submission, make sure you receive a confirmation email that your application arrived in a useable form by the due date. Applications submitted in an unusable format will not be considered for funding. Paper submission of applications are no longer be accepted.

Timeline: 2024 Grant Round

- Application materials become available..... December 2023
- Review of draft applications (optional) February 29, 2024
- Submission deadline..... April 1, 2024
- Awards announced..... June 2024
- State Historic Preservation Office (SHPO) review...Summer 2024
- Contracts signed after final approvals.....Between October, 2024 and March, 2025
- Grants expire – projects completed June 30, 2026

For assistance, please contact

- Sarah Wennerberg, 651-259-5579, sarah.wennerberg@state.mn.us
- Jennifer Bubke, 651-259-5638, jennifer.bubke@state.mn.us

- Department of Natural Resources (DNR) Information Center, 1-888-646-6367

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Required for all projects

- Attachment A: [Applicant Resolution](#)
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OUTDOOR RECREATION GRANT PROGRAM APPLICATION CHECK-LIST

Please use this checklist to make sure your application is complete before submitting.

Application Deadline: April 1, 2024

Applicants should focus on projects that will be completed during the 2025/2026 construction seasons.

Please note that if your project advances to final selection review, financial documentation will need to be provided including recent financial statements and audit as well as a statement of financial position.

Required for all applicants

Grant Application

- Item 1: Application Summary
- Item 2: Project Narrative
- Item 3: Project Relation to SCORP
- Item 4: Cost Breakdown
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Attachments

- Attachment A – Applicant’s Resolution
- Attachment B – Maps
 - Location Map
 - Boundary Map
 - Recreational Site Plan
- Attachment C – Project Timeline, beginning with Day 0
- Attachment D - Photos

Required for all new and renovated facilities

Attachment E - Plans

- Buildings, shelters and restrooms plans
- Trail, walkway and access route plans
- Playground plans
- Fishing pier plans
- Campground plans

Required for all land acquisition projects
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Attachment F - Federal Appraisal

ITEM 1 - APPLICATION SUMMARY – 2024 APPLICATION

Applicant Information

Name of applicant: **Click here to enter text.**

Name and title of contact: **Click here to enter text.**

Address: **Click here to enter text.**

City: **Click here to enter text.** State: **MN** Zip Code: **Click here to enter text.**

Phone: **Click here to enter text.** Email: **Click here to enter text.**

Park Information

Park Name: **Click here to enter text.**

Park Address: **Click here to enter text.**

City: **Click here to enter text.**

Nine Digit Zip Code: **Click here to enter text.**

County: **Click here to enter text.**

Existing Park Acres: **Click to enter amount.**

Project Information

Project Type (Check all that apply to this project):

- Acquisition: Acres to be purchased: **Click to enter amount.**
- New Development/Construction
- Redevelopment/ Rehabilitation
- Replacement/ Demolition

Description: Provide a short description (less than 30 words) of your project proposal. Include only items that will be accomplished with this project. Do not include work to be accomplished in future phases.

Click here to enter text.

Financial Information

The Applicant must provide a non-state match of, at least, 50% of the total cost. This match may consist of cash or the value of materials, labor and equipment usage by the applicant, donations or any combination of these. Applicants that provide, at least, 20% of the match from their own resources will receive additional consideration in the review criteria. The total project cost shown below must equal the total cost shown in Item 4 – Cost Breakdown.

Total Project Cost: **Click to enter amount.**

Grant Request: **Click to enter amount.**
 Match Amount: **Click to enter amount.**

Match: List all sources and amounts of the match and identify if it is committed or pending. This program requires a one-to-one match. The match can consist of cash, the value of materials, labor and equipment usage by the local sponsor, donations or any combination thereof. Other state and federal grants are not eligible for match under this program.

Applicants who provide at least 20% of the match from their own resources and/or have their match committed at the time of the application will receive additional consideration in the review.

Matching Share Contributors (Name and funding source):	Match Amount/Value	Type (cash, donated land, etc.)	Is Match Secured or firmly committed. If committed, list date expected to be secured.
GRAND TOTAL			

ITEM 2 - PROJECT NARRATIVE

Please limit your narrative to one page.

1. Provide a general overview of what the project involves and what will be accomplished by the completion of the proposed project. You may discuss why this project is needed at this time. Identify the new facilities that will be constructed, the existing facilities that will be renovated or replaced (specify which), or the general site improvements that will be completed as part of this project.

Click here to enter text.

2. What design elements are included that contribute to preserving environmental resources as part of ensuring a quality outdoor recreation experience for present and future generations?

Click here to enter text.

3. Who is accessing your park the most? Who has the least access? How does the proposed project address the needs of the users with the least access?

Click here to enter text.

ITEM 3 - PROJECT RELATION TO SCORP

Discuss how the following Strategic Directions from the 2020-2024 Statewide Comprehensive Outdoor Recreation Plan (SCORP) apply to your project. *The SCORP is available at this [link](#).*

How Does the Project Connect People to the Outdoors?

1. How does the proposed project design and redevelop outdoor recreation facilities so that they can accommodate varying forms of transportation to your park? Describe the types of transportation used to access your park from your community (e.g., trail, car, public transportation).

Click here to enter text.

2. How does the park and/or proposed project provide outdoor recreation facilities to promote a welcoming environment for people of all abilities and diverse backgrounds? Does your park provide accessible seating, bathrooms, drinking water, shade opportunities, informational signs and/or safety features? Please describe.

Click here to enter text.

3. How does the proposed project provide high-quality experiences to visitors through thoughtful design, programming, and interpretation? Does your project include development or expansion of facilities to provide high quality experiences? Are interpretive signs provided to enhance the user experience?

Click here to enter text.

Does the Project Acquire Land and/or Create Opportunities?

Acquisition

(If you are not acquiring land, you may put “Not applicable” and move on to the Development/Redevelopment questions)

1. Does the proposed project accelerate the acquisition of private in-holdings and add lands to existing parks to enhance resource protection and recreational opportunities? Please describe.

Click here to enter text.

2. Does the proposed project acquire exceptional one-time opportunities of unique, high-quality natural resources that meet critical needs outside of regional centers? Please describe.

Click here to enter text.

3. Does the proposed project acquire land to connect protected and high-quality natural resource corridors? Please describe.

Click here to enter text.

4. Does the proposed project acquire land that protects important water resources including lakes, rivers, wetlands, shoreline, and critical watersheds? Please describe.

Click here to enter text.

Development/Redevelopment

5. How does the proposed project develop and/or redevelop facilities that meet the differing outdoor recreation needs for people of all abilities? Does your project incorporate universal design, family friendly facilities, separation of uses (active/passive use, RV/tent sites), appropriate quality natural setting for proposed activities? Please describe.

Click here to enter text.

6. How does the proposed project create an accessible environment that is open and flexible to accommodate new and emerging nature-based recreation uses? Does the project support numerous activities, maintain large open play areas, incorporate emerging nature-based activities such as camping, fishing, water access, birding, hiking, wildlife viewing, etc.? Please describe.

Click here to enter text.

7. How does the proposed project develop infrastructure and amenities that meet the needs and interests of future generations and diverse communities (e.g., develop group-based opportunities such as group campsites, group picnic areas, and gathering spaces used by diverse communities. Offers amenities that meet the lifestyles of our target markets such as wireless internet, playgrounds, family bathrooms, areas for specialized interest, etc.)? Please describe.

Click here to enter text.

8. Will the proposed project be designed and constructed with sustainable and resilient infrastructure (e.g., rely on up-to-date green infrastructure and best practice designs, is energy efficient, easy to maintain and uses recycled/recyclable materials, conserve the use of water at facilities and/or design facilities to effectively manage storm water onsite.)? Please describe.

Click here to enter text.

Does the Project Take Care of What We Have?

1. Does the proposed project result in redevelopment, renovation, or rehabilitation of existing infrastructure to ensure high-quality and safe experiences for the public (e.g., roof replacement, structural replacement, trail resurfacing, trail head amenities refurbished, campgrounds rehabbed and updated, bring facilities up to modern codes and standards, and/or make it easy for everyone to access and enjoy parks and trails)?

Click here to enter text.

2. Does the project sponsor maintain a capital asset management plan to ensure protection and full utilization of the proposed facilities (yes or no, describe)?

Click here to enter text.

3. Does the proposed project preserve existing high-quality natural areas and water resources?

Click here to enter text.

4. Does the proposed project restore and reconstruct natural communities that have been degraded or lost due to agriculture or development?

Click here to enter text.

ITEM 4 - COST BREAKDOWN

Development (see Program Manual for eligibility) Contingency and indirect costs are not eligible. Design/Engineering costs in excess of 10% of the total project construction cost are not eligible. Please be aware that we require all existing and proposed facilities to have accessible routes so please account for that in your cost breakdown. If federally funded, the Build America, Buy America Act will apply ([BABAA](#)). We recommend including pricing from BABAA compliant companies to the extent possible on applicable budget lines.

Please provide cost breakdown by facility, not by materials. See examples.

Facility (e.g., picnic area, campground, walkway, shelter, restroom)	Description (linear feet, dimensions, material used, number of components, etc.)	Cost Per Unit	Total Cost
<i>Example: Bathroom/Shower/Storm Shelter</i>	<i>Materials and labor for construction of one 37' x 38' concrete block facility. Also includes septic system and drain field.</i>	<i>\$596,000</i>	<i>\$596,000</i>
<i>Ex: ADA-Compliant Pathways</i>	<i>2,500, linear feet; Crushed Run/Asphalt (8' ft width)</i>	<i>\$36,252</i>	<i>\$36,252</i>
<i>Ex: Signage</i>	<i>Installation and maintenance of 1 interpretive and 3 directional signs</i>	<i>\$950</i>	<i>\$950</i>
Grand Total			

1. How were the cost estimates derived?

Click here to enter text.

2. What assurances are there that the costs listed are reasonable?

Click here to enter text.

3. Describe any project elements or costs that will improve site resiliency and facility longevity, if any.

Click here to enter text.

4. What is the anticipated life span of the facilities that will be funded as part of this project? What are the estimated annual maintenance costs?

Click here to enter text.

5. What is your recent experience completing similar projects with state or federal grant funding?

Click here to enter text.

Land Acquisition (if application includes acquisition) – Federal (Yellow-Book) Appraisal(s) must be attached.

Parcel Identification Number or location	Description of property	Acres	Appraised Value
Grand Total			

1. Why is this acquisition needed?

Click here to enter text.

2. Describe the existing resources and features of the site that make it desirable for public outdoor recreation.

Click here to enter text.

3. Explain how you envision this acquisition contributing to outdoor recreation in the long term.

Click here to enter text.

4. From whom is this property being purchased?

Click here to enter text.

5. Are any buildings or structures being purchased along with the property?
 - a. No
 - b. Yes – Describe what is planned for those structures and whether the grant funded project includes the value of those structures.

Click here to enter text.

6. How and when will the site be made open and accessible for public outdoor recreation use? For acquisition only grants, parking and a funding acknowledgement sign must be posted prior to close of the grant and the park open for public access. Recreation facilities must be developed within three years from the date of acquisition.

Click here to enter text.

7. Is this property being acquired under threat of condemnation?

Click here to enter text.

8. Was the property listed for public sale?

- a. No
- b. Yes – Explain how the property owner was made aware of the grant sponsor’s interest in the property.

Click here to enter text.

9. Does this project involve donated property?

- a. No
- b. Yes – Include evidence that the seller was offered the fair market value of the property as just compensation and willingly chose to donate the property instead.

Click here to enter text.

ITEM 5 - PROJECT SITE EVALUATION

All applicants must prepare and submit the [Project Site Evaluation on the next pages](#). The project site evaluation will provide information necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the project area. It is very important, therefore, that the project site evaluation identify all possible impacts of the proposed project. This will help determine whether any changes in project scope or design may be required or whether mitigation measures must be undertaken. Use the resources below to help you fill out the evaluation:

Endangered Species and Critical Habitat Resources

US Fish and Wildlife Service (USFWS) [Information for Planning and Consultation \(IPaC\) Report](#) provides a list of species and other resources such as critical habitat (collectively referred to as trust resources) under the USFWS' jurisdiction that are known or expected to be in or near the project area. The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

Minnesota's List of Endangered and Threatened Animal Species

Additional information on animals and plants that are endangered, threatened or merit special consideration or management is available from the Minnesota Natural Heritage Program/Nongame Wildlife Program, Section of Wildlife, Department of Natural Resources (DNR). A booklet entitled [Minnesota's List of Endangered and Threatened Animal Species](#), that includes a list of all species of Minnesota's animals and plants listed under the provisions of the Federal Endangered Species Act of 1973, Public Law 93-205, and/or Minnesota Statute 84.0895, is available from the DNR by calling (651) 296-6157 or (888) 646-6367 or at the DNR website [Minnesota's Endangered, Threatened, and Special Concern Species](#).

Additional information may be obtained by calling the Division of Ecological Resources information number at (651) 259-5100. The DNR is also developing biological surveys on a county-by-county basis on sensitive natural habitats and rare plant and animal species. Several publications are available which provide detailed information on these subjects. Additional information about county biological surveys is available at [Minnesota Biological Survey](#).

Wetlands Resources

Minnesota has adopted a "no-net-loss" wetlands policy. Each state agency must ensure that its activities, including state sponsored, financed, or assisted projects, do not contribute to the loss or diminishment of the many important values of wetlands. Unavoidable impacts must be minimized, and compensatory mitigation must be provided for all values that have been lost or diminished. The basic reference for wetland determination will be the [National Wetlands Inventory](#) produced by the U. S. Fish and Wildlife Service and available at the DNR. Questions regarding implementation of the "no-net-loss" policy and identification of wetlands may be directed to the Ecological Resources Division, DNR at (651) 259-5100.

Project Site Evaluation

Using the following format and subject categories below, address all of the points covered under each category and be specific. It is important that the project site evaluation be a complete and accurate assessment of the natural and/or scenic characteristics of the area and the likely impacts of the project, either positive or negative, on those characteristics.

Part 1 – USFWS Information for Planning and Consultation (IPaC) Report

Review of your project by the US Fish and Wildlife Service (USFWS) [Information for Planning and Consultation \(IPaC\) Report](#) is required to provide a list of species and other resources such as critical habitat (collectively referred to as trust resources) under the USFWS' jurisdiction that are known or expected to be in or near the project area, as well as a determination of the project's impact on the list of species and other resources (consistency letter). The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

From the website, click on "Get Started" then enter a location, define the area, and confirm the area where the project activities will occur. Then click on "Continue," print the resource list and **attach to your application**. Next, follow the [IPaC Determination Key guidance](#) to receive a determination for each listed species and resource and **attach the consistency letter to your application**. Use this information to help guide your responses below.

Part 2 – Minnesota State Historic Preservation Office (SHPO) Data Request

Send an email request to DataRequestSHPO@state.mn.us with the township, section, range of the park and ask for a data search for previously known archaeological sites and historic properties in the project area. Take a look at the information you get back, if any, to see if they are in or adjacent to the project area. Use this information and your community history to help guide your responses below. **Attach the response to your application**.

Part 3 - Description of Environment and Environmental Impact of Proposed Project

- A. Present Land Use: Describe the existing site conditions, facilities, and park acres.

Click here to enter text.

1. Explain why the site is suitable for the type of outdoor recreation proposal being submitted.
2. Does the site include any elements that visually detract from the outdoor recreation experience or that represent a potential public safety hazard?
 - a. No
 - b. Yes – Explain and describe whether this project will help to address those concerns.

- B. Environmental Intrusions: Describe **all** rights-of-way, easements, reversionary interests, etc. within the proposed boundary area. All existing and future overhead power lines serving the park must be placed underground. The cost of placing the power lines underground can be included in this application.

Click here to enter text.

- C. Fish and Wildlife: Indicate whether the proposed project site is on or adjacent to a national, state, or local wildlife management area, park, or natural area. Describe the known fish and wildlife species common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the likely impacts of the proposed project on habitat, population levels, and any other factors related to the fish and wildlife resources.

Click here to enter text.

- D. Vegetation: Describe the major plant species and communities common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the distribution of major plant communities or types on the site. Indicate the extent of cutting, clearing, removal or other disturbance that will result from the proposed project, as well as any restoration and/or protection activities planned as part of the project.

Click here to enter text.

- E. Wetland Resources: Describe any existing wetland areas on or adjacent to the proposed project site. Indicate any likely physical disturbances of these wetlands, including (but not limited to) draining and filling that would result from the proposed project. Describe any other potential impacts to wetlands, such as water level fluctuations or water pollution that may result from the proposed project. Discuss possible alternatives that would avoid or minimize negative wetland impacts. Also describe any other water resources on or adjacent to the site, proposed uses of surface or groundwater, and any possible impacts on these resources, including depletion or pollution, resulting from the proposed project. Explain how the proposed project would help to protect water quality on or adjacent to the site.

Click here to enter text.

- F. Geologic and Physiographic Features: Describe any interesting, unique, or fragile geologic and/or physiographic features on the proposed project site and any likely impacts on these features that would result from the proposed project. Also describe any proposed protection activities or measures to provide public education, interpretation, and enjoyment of these resources.

Click here to enter text.

- G. Flood plains: Describe any flood plains in the project area. Include flood plain levels, what development in the flood plain areas will look like and all mitigation efforts.

Click here to enter text.

- H. Air Quality/Noise: Describe any temporary or permanent air or noise pollution that will result from the development and use of the site and the impact(s) on adjacent land uses or landowners.

Click here to enter text.

- I. Archeology/ Ground Disturbances: Provide a description of current and historic land use and ground disturbances. Include available information concerning known or suspected archaeological resources within or adjacent to the park. Indicate if any of these identified resources will be impacted by the proposed project.

Click here to enter text.

- J. Historic Structures: List known historic buildings or structures located within or adjacent to the project area (i.e., individual properties or districts which are listed in the National Register of Historic Places, or which meet the criteria for listing in the National Register). If applicable, identify any expected or potential impacts to these properties with the proposed project.

Click here to enter text.

- K. Surveys: Have there been any previous cultural and/or historic resource surveys completed that included this project site within the area of potential effect that was assessed?

No – Describe any construction planned as a result of this project that will extend beyond the pre-existing disturbance area (including surface area and depth).

Click here to enter text.

Yes – Attach survey and summarize findings and include page number references below.

Click here to enter text.

Part 4 - Environmental Screening Form (ESF)

The table below serves as a record of the environmental resources present at the site, whether the proposed action is likely to have a significantly negative impact on those resources, and whether further information is needed to determine the potential impact. Review the listed resources and identify any resources that may be significantly impacted by the action. The Environmental Screening Form (ESF) should be completed with professional input from resource experts and in consultation with relevant local, state, tribal, and federal governments, as appropriate.

For each resource, indicate if positive or negative impacts are anticipated to result from the action or if further information is needed to determine the potential impact.

- + indicates positive impacts are anticipated to result from the action
- indicates negative impacts are anticipated to result from the action
- ? indicates further information is needed to determine the potential impact
- n/a indicates resource does not exist on site or there is no impact

Site Name:

	How will the project affect the following resources?	+	-	?	n/a
1	Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Circulation and transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Climate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Contamination or hazardous materials even if remediated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Endangered species: (listed or proposed threatened or endangered) including associated habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Environmental justice: minority and low-income populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Historic or cultural resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Invasive species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Land use plans or policies from other agencies including tribes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Lightscares, especially night sky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Migratory birds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Recreation resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Socioeconomics: changes to tax base or competition with private sector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Sound (noise impacts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Water quality and/or quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Water: coastal barrier resources or coastal zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Water: marine and/or estuarine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Water: stream flow characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Water: wetlands and floodplains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Other important resources Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Have there been any previous environmental documents that are relevant to this project or this specific site?
 - a. No
 - b. Yes – Attach and summarize findings and include page number references below

2. Explain any negative or unknown impacts identified in the table of the ESF.

Click here to enter text.

3. How was the information identified in the table derived and what sources of data were used to justify the impact selection?

Click here to enter text.

4. Who contributed to filling out the ESF (include name, title, agency) and what qualifications do they have that provide the necessary resource expertise to determine impact significance?

Click here to enter text.

5. List all required federal, state, and local permits/approvals needed for the proposal and explain their purpose and status.

Click here to enter text.

ITEM 6 – PUBLIC PARTICIPATION AND BENEFIT

Address the following questions regarding public participation, planning process and how this project will provide new and/or expanded recreational opportunities.

1. Describe both short- and long-term outdoor recreation benefits that will be achieved as a result of this project.

Click here to enter text.

2. Explain how this project fits as part of other projects planned for this same site in the next three years.

Click here to enter text.

3. Describe the process that led to the development of this proposal and how the public was involved.
 - Who was involved (include any state, local, and federal agency professionals, subject matter experts, Native American tribes, and members of the public)?
 - What information was made available and what opportunity to be involved in planning and developing your proposal was provided?
 - How were they able to review the completed proposal?
 - Describe any public meetings held and/or formal public comment periods, including dates and length of time. Were formal comments received and did you provide written responses?

Click here to enter text.

ITEM 7 – AVAILABILITY FOR PUBLIC USE

All facilities within the park must be designed and available for general public use and open during typical park hours. This includes restrooms, picnic shelters, campgrounds, playgrounds and other structures. For parks that include marina or campground facilities, a minimum of 50% of the berths/campground spaces must be available for short-term rental and an equitable method of allocating long-term rentals shall be used. All personal property must be removed at the end of each use season.

State the specific hours of operation, including seasonal hours, and any current or anticipated programmed use for the facilities proposed to be funded with this application. Saying the park will be open during normal park hours is not specific. Also describe any arrangements with schools, local organizations, clubs, or city programs for the use of the facilities and any reservation systems. Explain how this may impact facility availability to the general public.

Describe what fees, if any, will be charged for use of the park facilities and/or access to the park.

Click here to enter text.

ITEM 8 - STATEMENT OF ACCESSIBILITY

All facilities improved with this grant project must meet current Americans with Disabilities (ADA) standards and the final guidelines for Outdoor Developed Areas. In addition, all critical existing components of the park listed below must be accessible to persons with disabilities.

Critical components include:

- Accessible parking spaces serving each area of the park.
- Restrooms, if provided, must be accessible.
- Drinking water, if provided, must be accessible.
- Access routes to all recreation facilities must be provided. For this program, an access route must be a minimum of five feet wide, slip resistant, firm and stable.

If the restrooms and/or drinking water are not accessible to persons with disabilities or access routes are not provided to all facilities, you will need to include these costs in your Cost Breakdown.

The following guidelines will help you design your facilities. Copies can be ordered from the U.S. Access Board at (800) 872-2253 or downloaded from their website at [United States Access Board](#).

1. [ADA Accessibility Standards for Buildings and Facilities](#)
(For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers)
2. [Final Accessibility Guidelines for Outdoor Developed Areas September 26, 2013](#)
(For outdoor developed areas such as campgrounds, picnic areas, trails, and beaches. These guidelines, developed for federal facilities subject to the Architectural Barriers Act, are to be used for facilities improved by this Outdoor Recreation Grant Program.)

How is the proposed project addressing access requirements under the ADA Standards, Final Accessibility Guidelines for Outdoor Developed Areas and all critical components identified above? **Be specific for each proposed facility and existing critical components, providing details to the extent possible.**

Click here to enter text.

ATTACHMENT A - APPLICANT'S RESOLUTION

A copy of this approved resolution, with no wording changes, must be included with the application.

BE IT RESOLVED that <APPLICANT> act as legal sponsor for the project contained in the Outdoor Recreation Grant application to be submitted on <DAY / MONTH / YEAR> and that <APPLICANT's REPRESENTATIVE> is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of <APPLICANT>.

BE IT FURTHER RESOLVED that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

BE IT FURTHER RESOLVED that <APPLICANT> has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that <APPLICANT> has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that <APPLICANT> has or will acquire fee title or permanent easement over all the land described in the boundary map or recreational site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, <APPLICANT> may enter into an agreement with the State for the above-referenced project, and that <APPLICANT> certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that <TITLE OF AUTHORIZED OFFICIAL> is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the < City Council, County Board, etc.> of <APPLICANT> on <DAY / MONTH / YEAR>.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title) (Date)

(Title) (Date)


ATTACHMENT B – MAPS

1. **Location Map:** The location map shows the location of the park within your community. The map should identify the main roads to access the park.
2. **Boundary Map:** The map must clearly indicate the area to be acquired and/or developed as well as the proposed boundary of the larger park/recreation area that would be subject to the perpetual protection provisions, all known outstanding rights and interests in the area held by others, total acres within the boundary, and a north arrow. The Boundary Map will become part of the grant contract, so it is important to have an accurate map.

Include the following information on your boundary map:

- Park/site name and address, including county name.
- Latitude/longitude of park entrance or parking area
- Map legend
- Draw and label the complete park boundary in a dashed red line. This boundary must include all contiguous lands currently owned by the applicant and managed for public recreation and any additional land to be acquired with this grant.
- Indicate any rights-of-ways, easements, reversionary interests, etc. to the park area, including overhead utility lines.
- Geographic reference point such as a section corner or designated road intersection.
- Acreage of the park and/or each parcel to be acquired. If acquiring additional land for an existing park, differentiate existing acreage v. new acreage.
- North arrow and graphic bar scale using the example below:

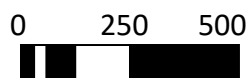
0 250 500


- Signed and dated by the applicant.

3. **Recreational Site Plan.** The Recreational Site Plan must be drawn to scale, all existing buildings and facilities in the park and all acquisition and/or development listed in the Cost Breakdown. See color coding instructions. All facilities must be identified with legible labels.

Include the following information on your site plan:

- Title "Recreation Site Plan" and the project name.
- Entrance to the park and location of existing and/or proposed public parking facilities.
- Location of all existing and planned recreation and support buildings and facilities such as restrooms, shelters, and potable water. See color coding instructions below.
- All lakes, rivers, streams, wetlands, floodplains, and adjacent land uses.
- Access routes (existing and/or proposed) to all existing and proposed facilities.
- North arrow and graphic bar scale using the example below:



A text scale such as 1" = 500' is not acceptable.

Color Coding for map/plan

- Red Park boundary (dashed line)
- Green Existing facilities that will remain.
- Yellow Acquisition and/or development of facilities accomplished with this grant.

ATTACHMENT C – PROJECT TIMELINE

Please include a project timeline for the activity. The timeline should start at day “0” and reference duration in days, weeks, and months. Do not provide specific dates/months in the timeline.

ATTACHMENT D – PHOTOS

Please include photos of each existing recreational facilities/structures and all buildings. Below each photo, indicate the year the facility/building was constructed and if it will remain as is, be renovated or be removed.

ATTACHMENT E – PLANS

Please submit all applicable plan(s) according to the directions provided below.

Buildings, Shelters and Restrooms Plans

For all proposed buildings, shelters, and restrooms that will be constructed or renovated with grant funds submit the following.

1. Front and side views
2. A floor plan with all dimensions

If you are renovating a building, shelter, and restrooms, a current and renovated floor plan must be submitted.

Trail, Walkway and Access Route Plans

For all proposed trails, walkways, and access routes that will be constructed or renovated with grant funds, submit the following:

1. A typical cross section of the trail
2. The trail width, surfacing and base materials

For the purposes of this grant program, a multi-purpose trail should be designed to a minimum 8 feet width. In some cases, this minimum width may not be adequate and a width of 10 feet or more may be appropriate.

All walkways and access routes connecting park facilities from trail and/or parking lots must be a minimum of 5 feet wide.

All trails and access routes must be firm, stable, and slip resistant.

Playground Plans

Priority will be given to playground designs that provide a high degree of safety and accessibility. The facility should be designed to provide an integrated play setting for both children and parents/care providers of all abilities.

Playground facilities must be, at a minimum, designed using the [ADA Accessibility Standards, Chapter 10, 1008 Play Areas](#). Applications that do not include enough information to determine the degree of accessibility and safety typically do not score high enough for funding.

The playground plan must legible and include the following:

1. Show all the proposed playground components and all existing components that will remain. Label each component with its name and the height of its useable surfaces.
2. Identify all type(s), depth(s) and location(s) of the fall-protection surfacing.

Fishing Pier Plans

Fishing pier plans must show the dimensions of the pier, height(s) of the railings and edge protection all in accordance with [ADA Standards Chapter 10, 1005 Fishing Piers and Platforms](#).

Campground Plans

All new and existing campgrounds must adhere to the [Local Grants Program Campground](#) and the state laws and rules set by the Minnesota Department of Health. A summary of these requirements is available at Summary of [General Requirements for Recreational Camping Areas](#). Grantees must submit plans and receive approval for the development of a recreational camping area to the MN Department of Health or your local health authority before construction begins.

Upon completion of the campground, a license application, license fee and inspection by the area health inspector is required. A copy of the license must be submitted with your final payment request.

For all proposed campgrounds constructed or renovated with grant funds must submit the following:

1. Show all campground sites to scale.
2. Highlight ADA sites unless all sites provide universal access with accessible surfacing, tables, grills and fire ring. At a minimum, ADA sites should include one or more of each camping type provided (e.g., drive through, electric or primitive).

ATTACHMENT F – APPRAISAL(S) <Only for proposals acquiring land>

If your application includes acquisition of land, you must include an appraisal report by a general real property appraiser licensed by the State of MN that meets the [Uniform Appraisal Standards for Federal Land Acquisition \(UASFLA\)](#). These are federal standards (sometimes called ‘yellow book’). The appraisal report must include the DNR and the National Park Service as intended users. The landowner or designated representative must be given an opportunity to accompany the appraiser during the inspection of the property. Appraisals must have an effective date within six months of the application deadline.

If your application is selected for funding, you may be required to submit a technical review of the appraisal report conducted by an appraiser who is not associated with the original appraiser and who is qualified to perform technical reviews under the UASFLA and 49 CFR Part 24.104. See [UASFLA](#) Section C-1 for further guidance on technical reviews.

To ensure the appraiser understands the appraisal requirements, we suggest using the sample engagement letter provided below.

Sample Appraiser Engagement Letter

<<Date>>

<<Appraiser Name>>

<<Appraiser Address>>

Re: <<Title of Acquisition>>

Dear <<Appraiser Name>>:

<<Applicant Name>> is pleased to submit to you this letter of engagement. It outlines our understanding regarding the terms and conditions under which you are directed to complete a fair market value appraisal of the <<Title of Acquisition>>, containing approximately <<___>> acres located in <<County>> County, Minnesota, with an address of <<address>>.

The appraisal will establish the fair market value of the land together with improvements of contributory value, if any. The estate to be appraised is Fee Simple Title. The appraisal will be performed in accordance with the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). In addition to <<Applicant Name>>, the Minnesota Department of Natural Resources and the National Park Service must be named as intended users. Any technical corrections to the appraisal report required by <<Applicant Name>> and/or the State in the course of their review and acceptance will be performed within the fee set forth below. You will provide <<___>> copies of the appraisal report to <<Applicant Name>>.

The appraisal will be completed on or before <<Completion Date>>. The cost of the appraisal will not exceed <<Appraisal Cost>>, including expenses. Payment in full will be made by <<Applicant Name>> subject to receipt of an invoice from you.

Please indicate your acceptance of this engagement with a signature in the space provided at the bottom of this letter and return a copy to me. I will contact you regarding notice to proceed.

Sincerely,

<<Applicant Contact>>

<<Applicant Name>>

<<Accepted this <<Acceptance Date>>

<<Appraiser Name>>

<<Appraiser's Business Name >>

By: _____

Its: _____