GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION

CLEAN WATER LAND & LEGACY AMENDMENT

Designation Application Tutorial

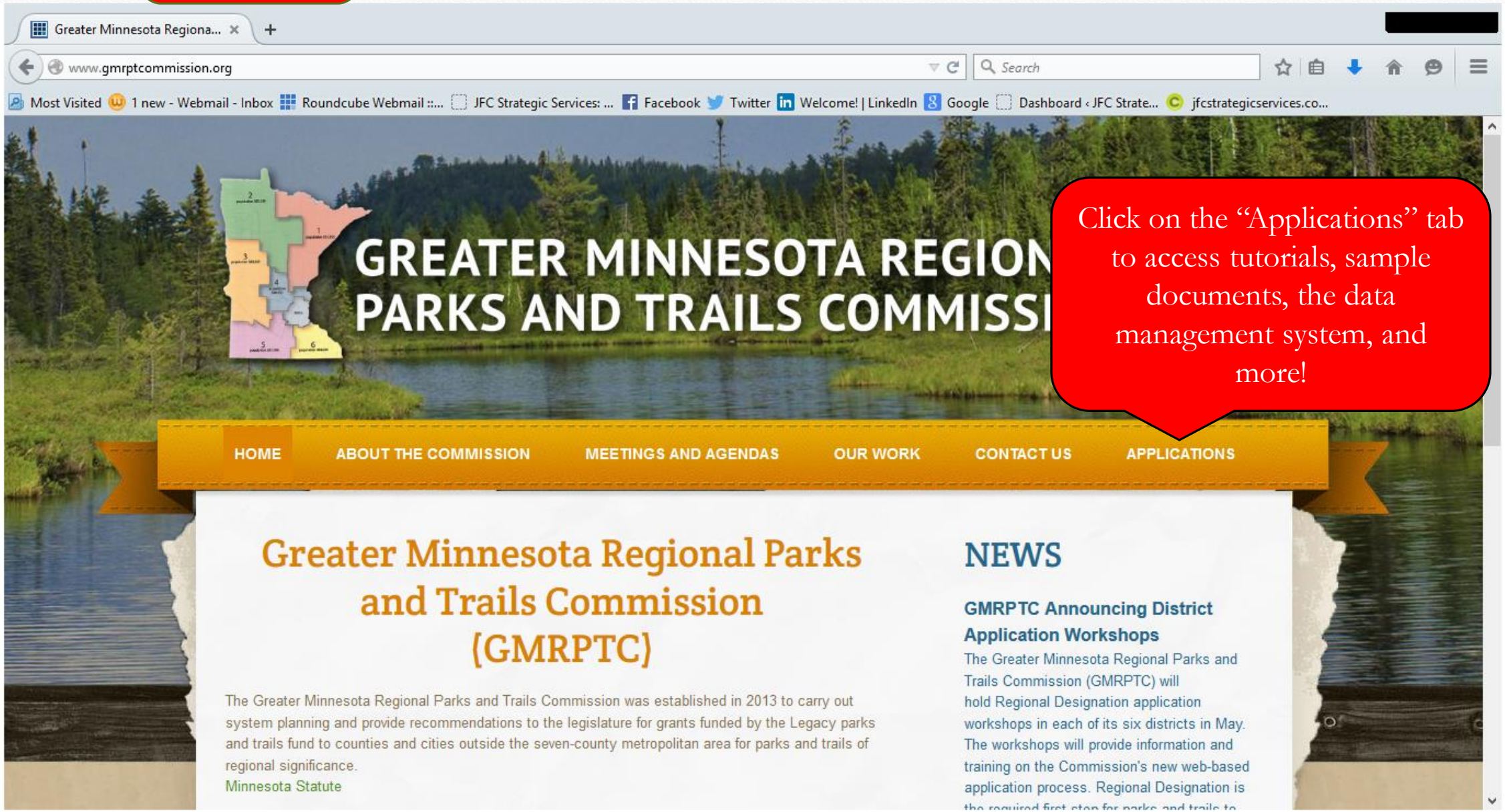
Application for Regional Designation

April, 2017

All Tutorial Instruction is highlighted in RED.

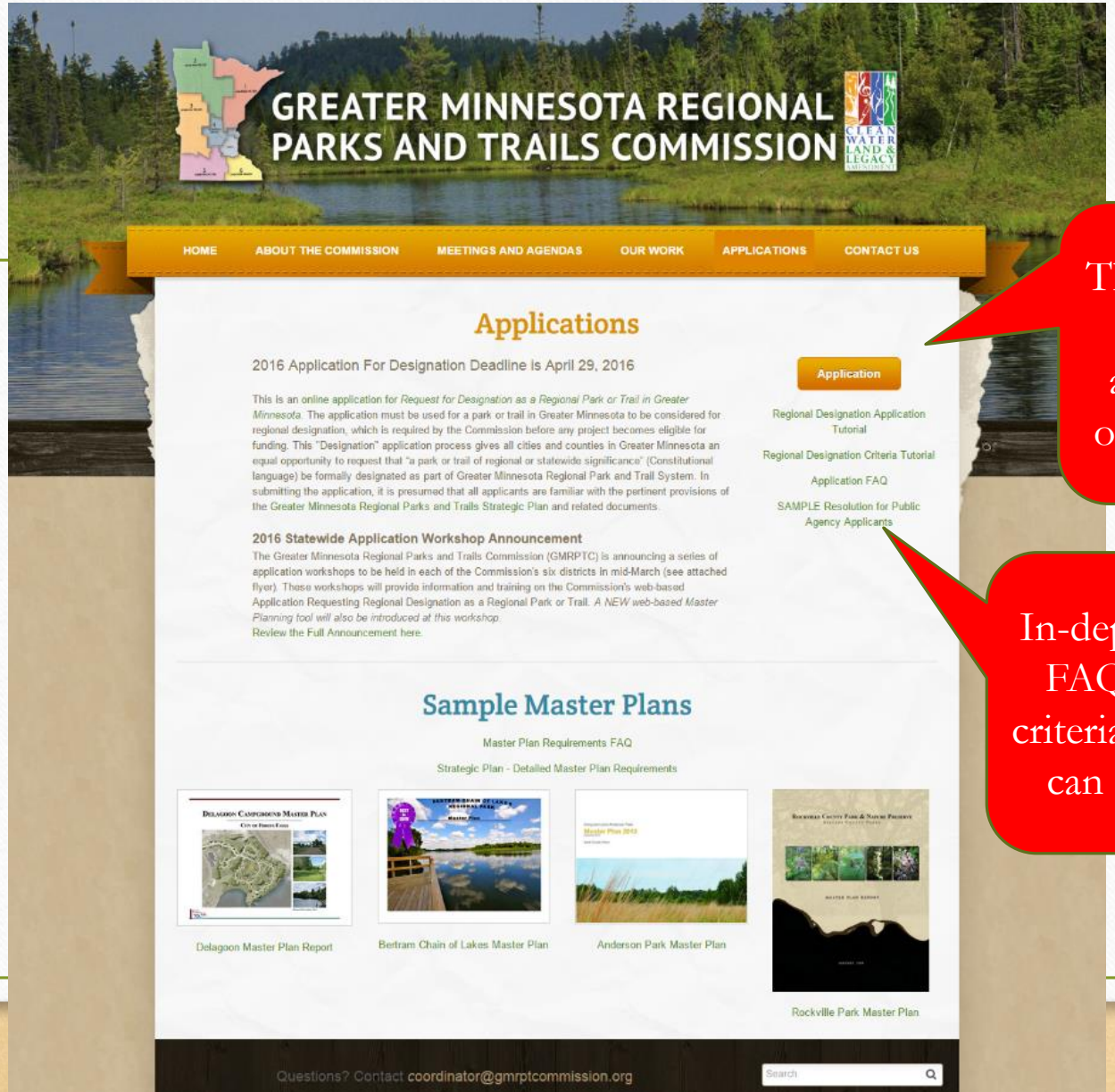
Begin by visiting our new website.

GMRPTCommission.org



Click on the "Applications" tab to access tutorials, sample documents, the data management system, and more!

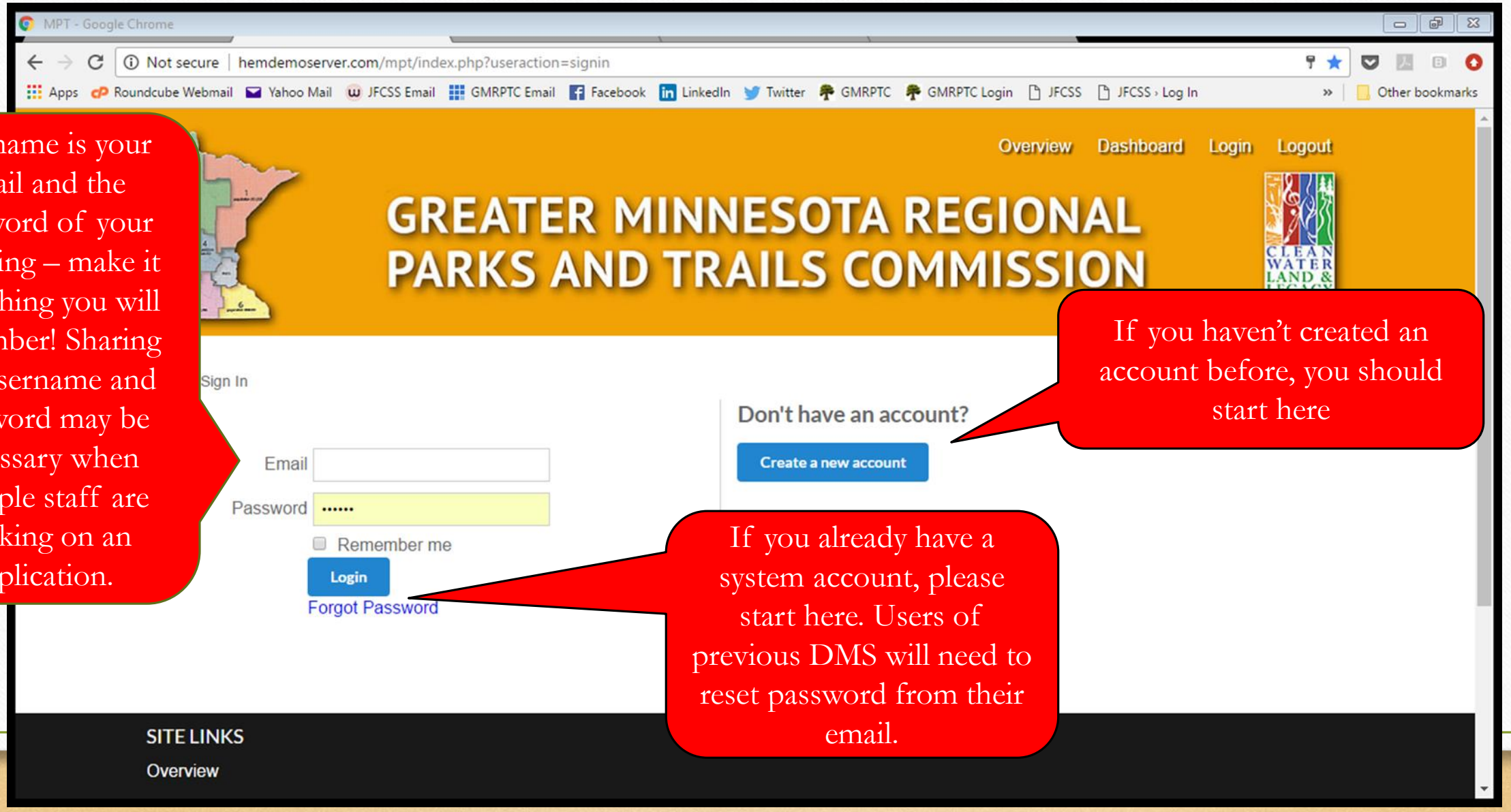
Getting Started: Applications Tab



The online application system can be accessed by clicking on the button shown.

In-depth tutorials and FAQ sheets on the criteria and application can be found here.

Create Account – one per organization!



Username is your email and the Password of your choosing – make it something you will remember! Sharing the Username and Password may be necessary when multiple staff are working on an application.

If you haven't created an account before, you should start here

If you already have a system account, please start here. Users of previous DMS will need to reset password from their email.

MPT - Google Chrome

hemdemoserver.com/mpt/index.php?capp=newapplication#general

Apps | Roundcube Webmail | Yahoo Mail | JFCSS Email | GMRPTC Email | Facebook | LinkedIn | Twitter | GMRPTC | GMRPTC Login | JFCSS | JFCSS › Log In | Other bookmarks

GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION

CLEAN WATER LAND & LEGACY AMENDMENT

Start a new application or master plan

*required fields

General | Submit

General

This section provides the basic information about the park or trail and the organizations resp... it. Completion of this form will assign an application number to the facility and allow the user to begin both the designation application and a unit master plan.

Park or Trail Name

Park or Trail Name

Required field

District Click for Map of Districts

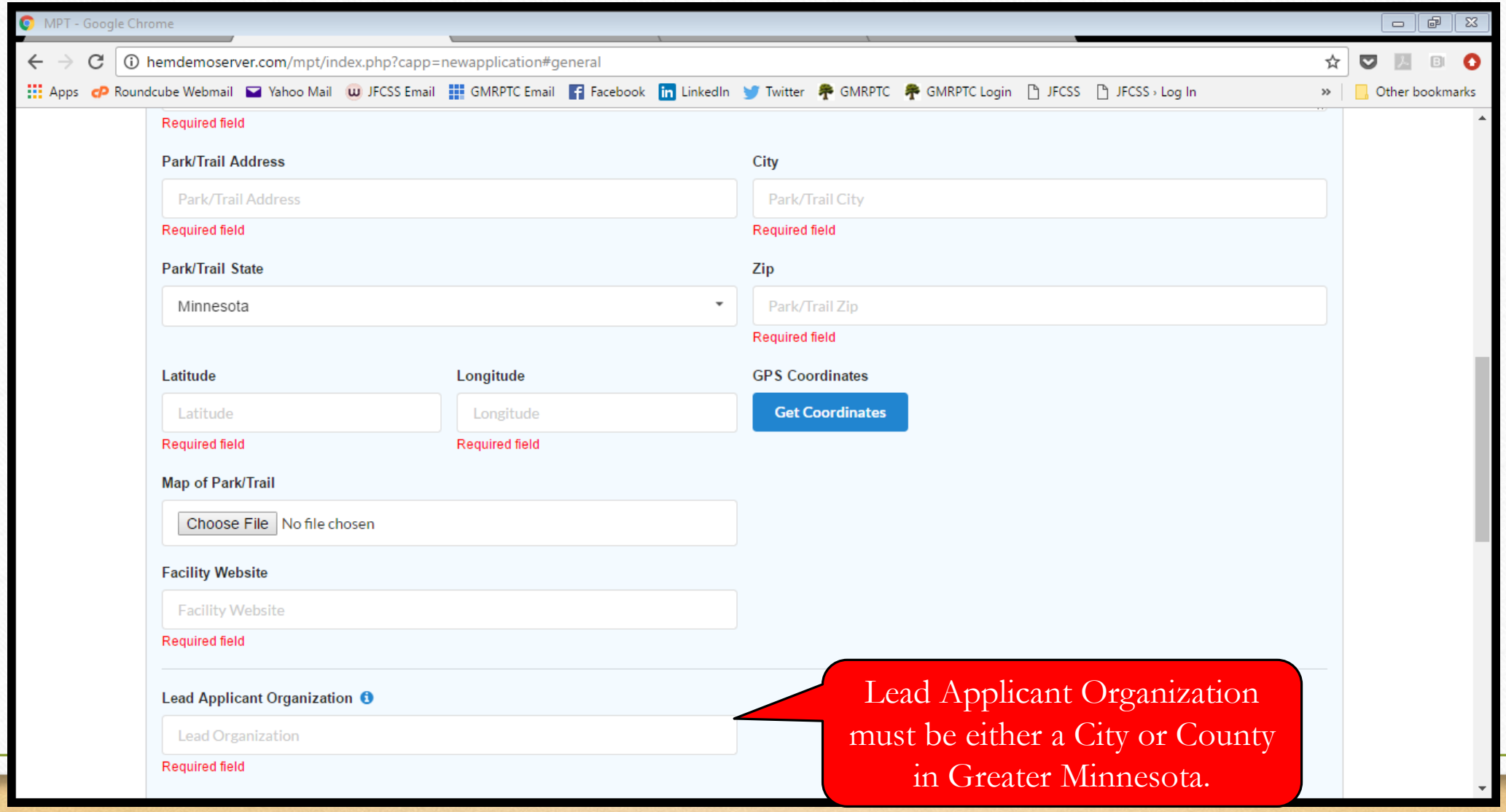
--Select--

Required field

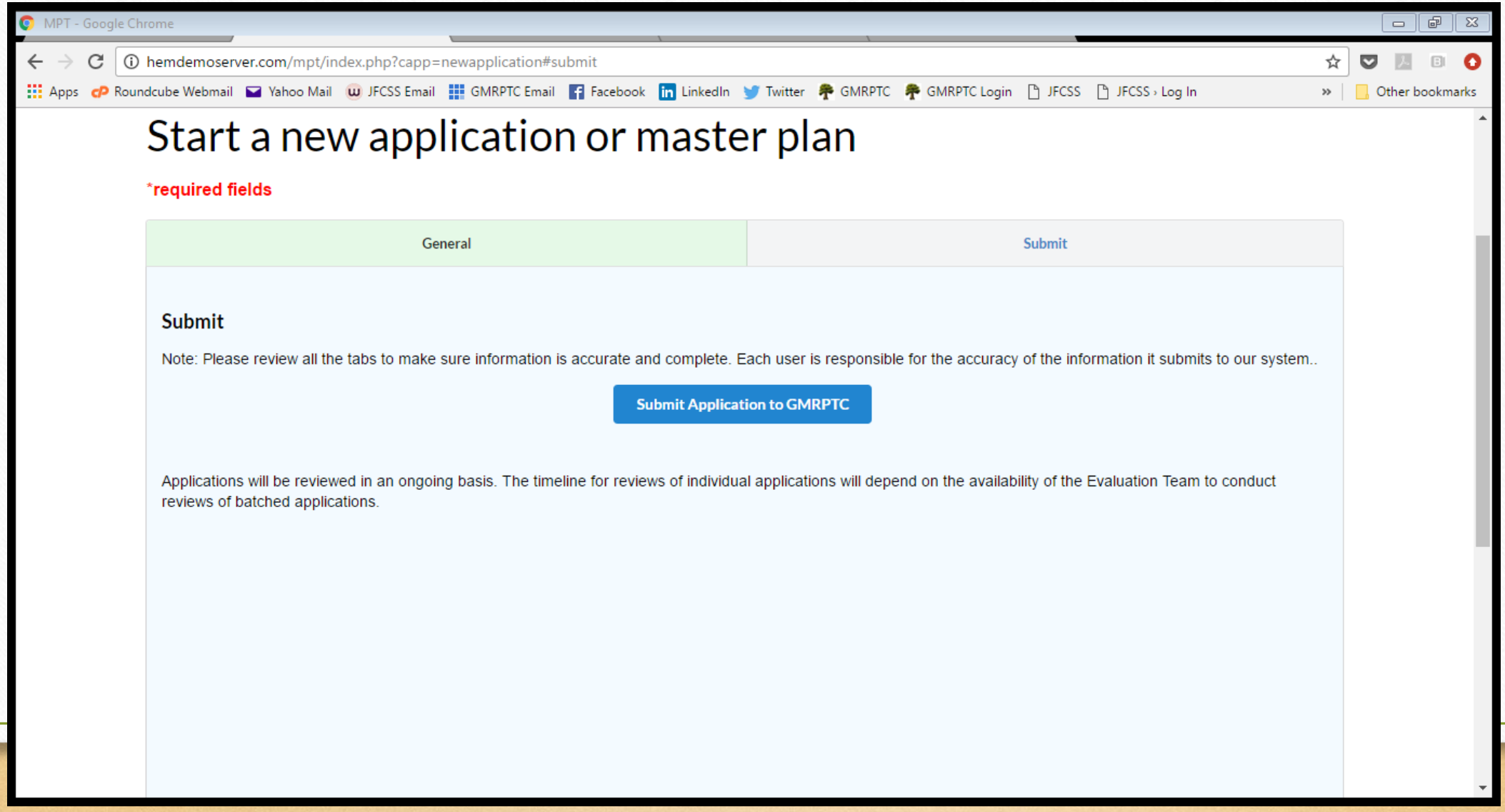
Location Description

Complete the information on this form to receive an application number and start a Designation Application or Master Plan.

Basic Park and Staff Information

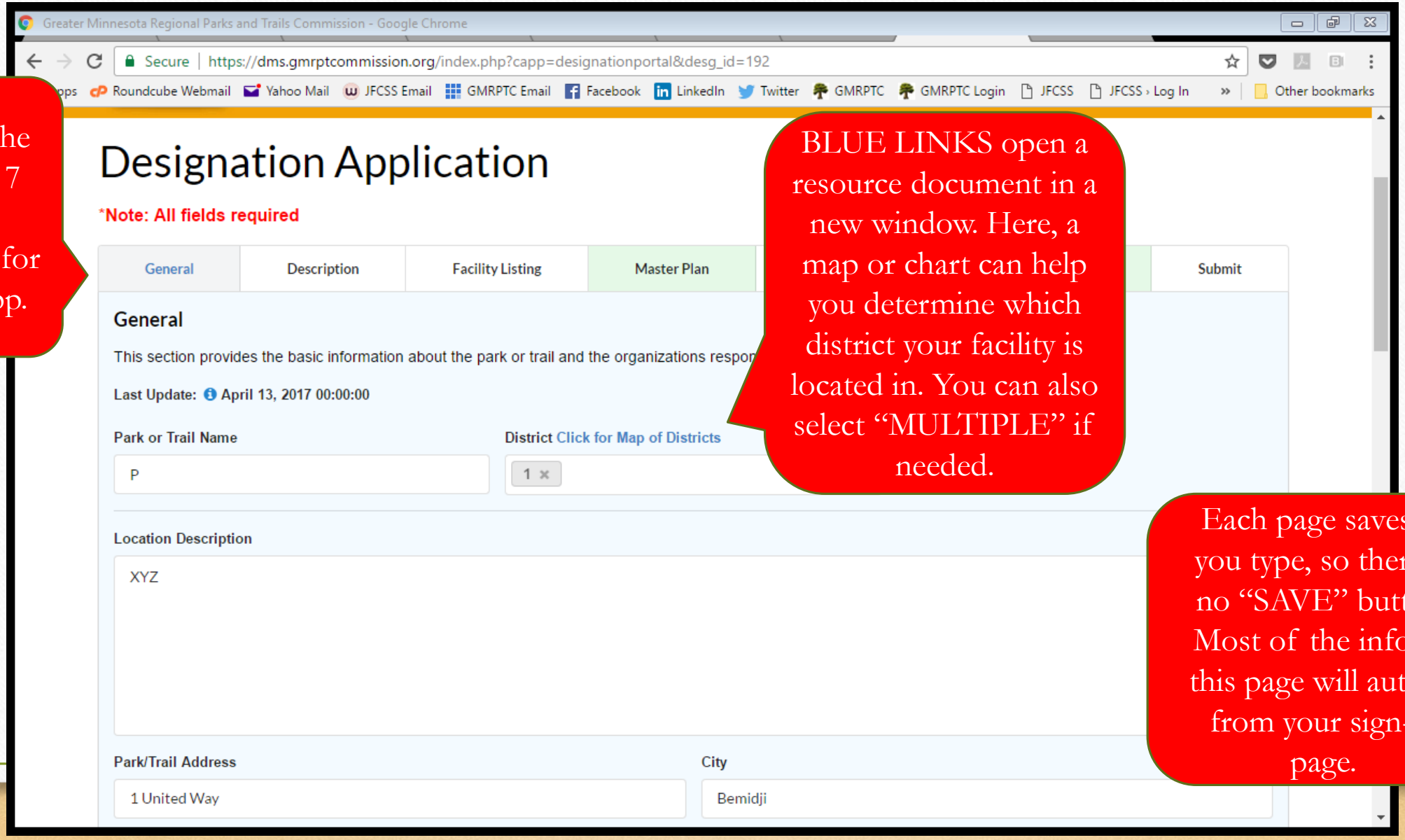


Hit “SUBMIT” to begin App or Master Plan



Step 1: General Tab – The Basics

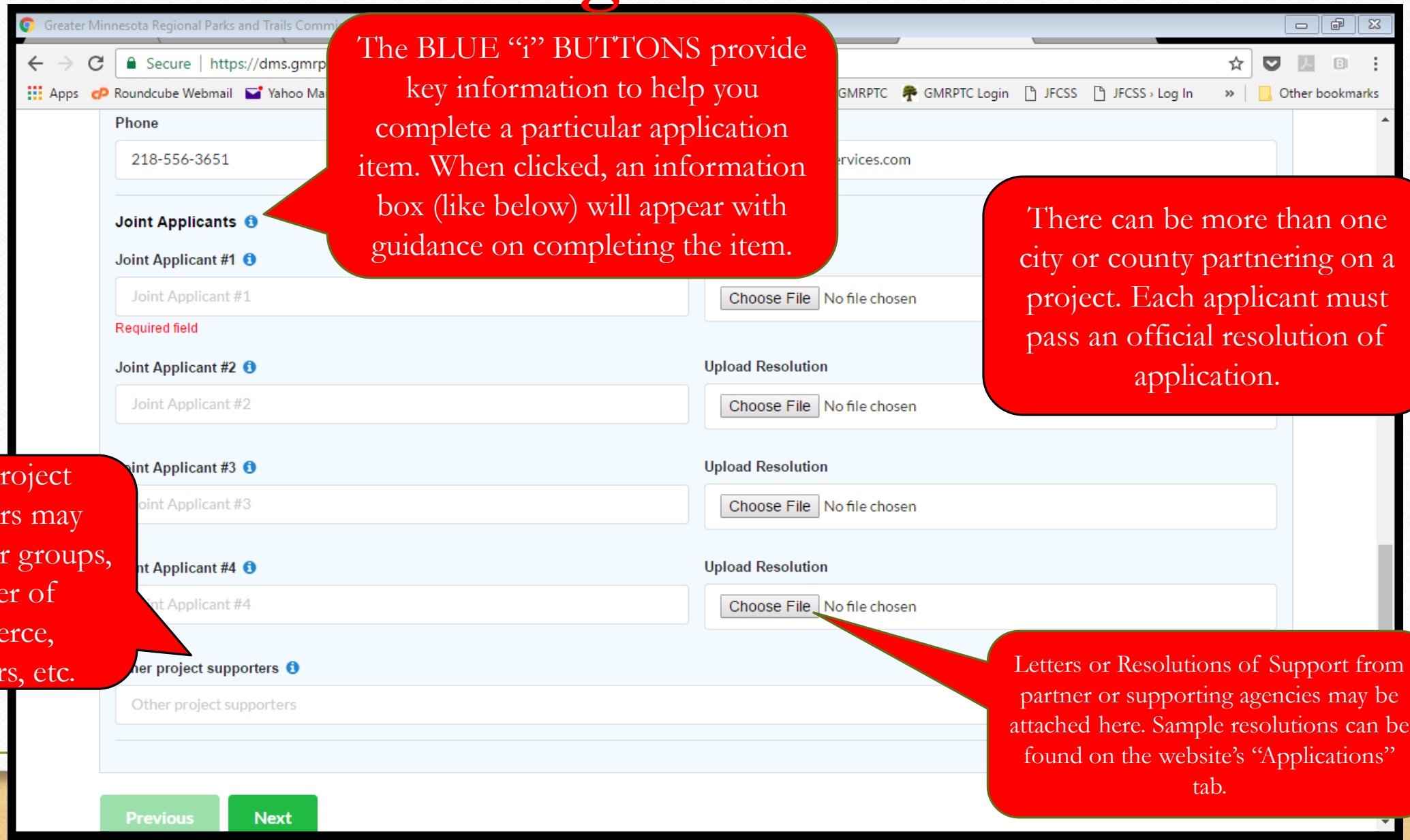
This is the first of 7 tabs required for every app.



BLUE LINKS open a resource document in a new window. Here, a map or chart can help you determine which district your facility is located in. You can also select "MULTIPLE" if needed.

Each page saves as you type, so there is no "SAVE" button. Most of the info on this page will autofill from your sign-in page.

Tab 1: General Organizational Information



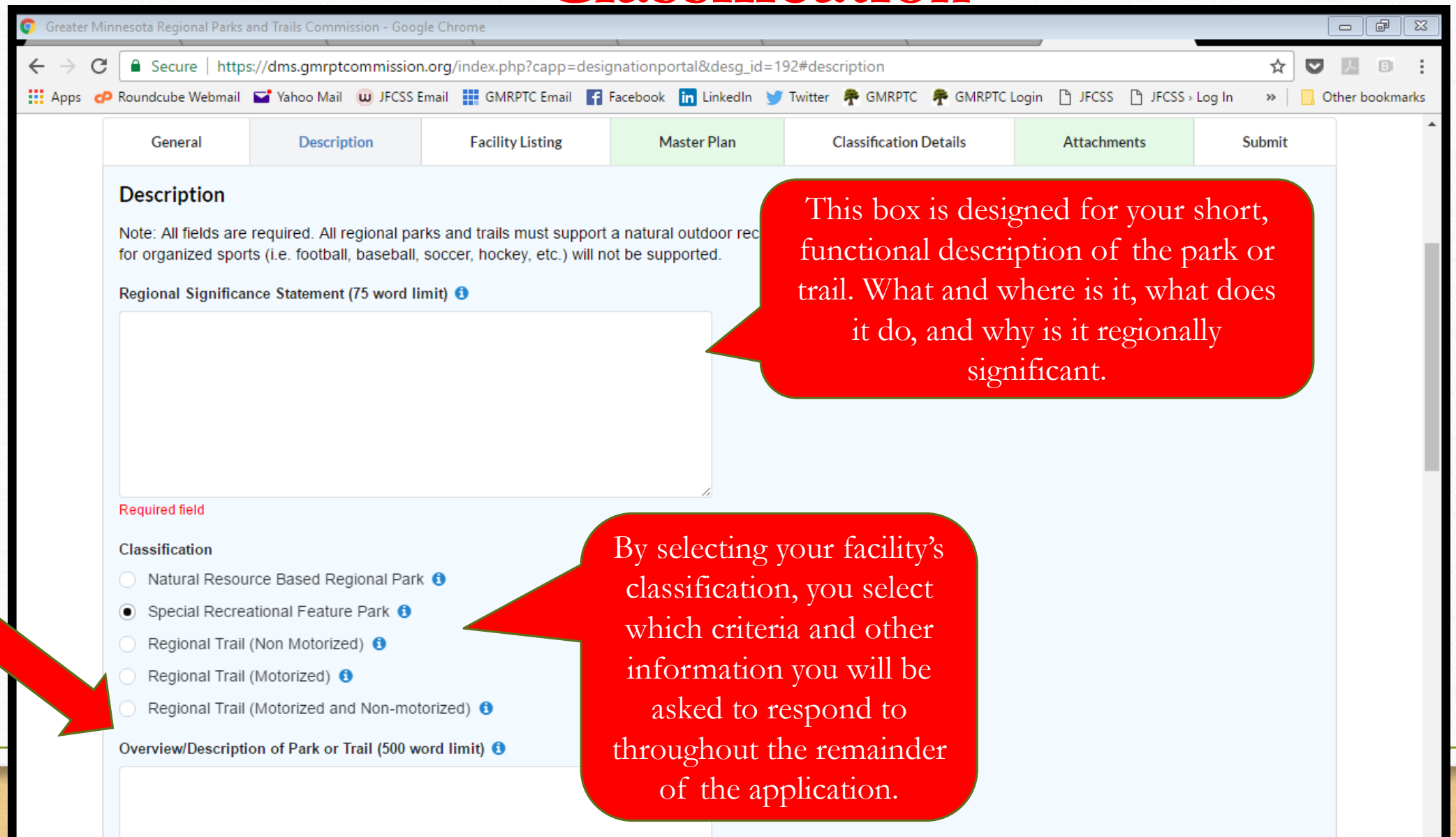
The BLUE "i" BUTTONS provide key information to help you complete a particular application item. When clicked, an information box (like below) will appear with guidance on completing the item.

There can be more than one city or county partnering on a project. Each applicant must pass an official resolution of application.

Other project supporters may include user groups, chamber of commerce, legislators, etc.

Letters or Resolutions of Support from partner or supporting agencies may be attached here. Sample resolutions can be found on the website's "Applications" tab.

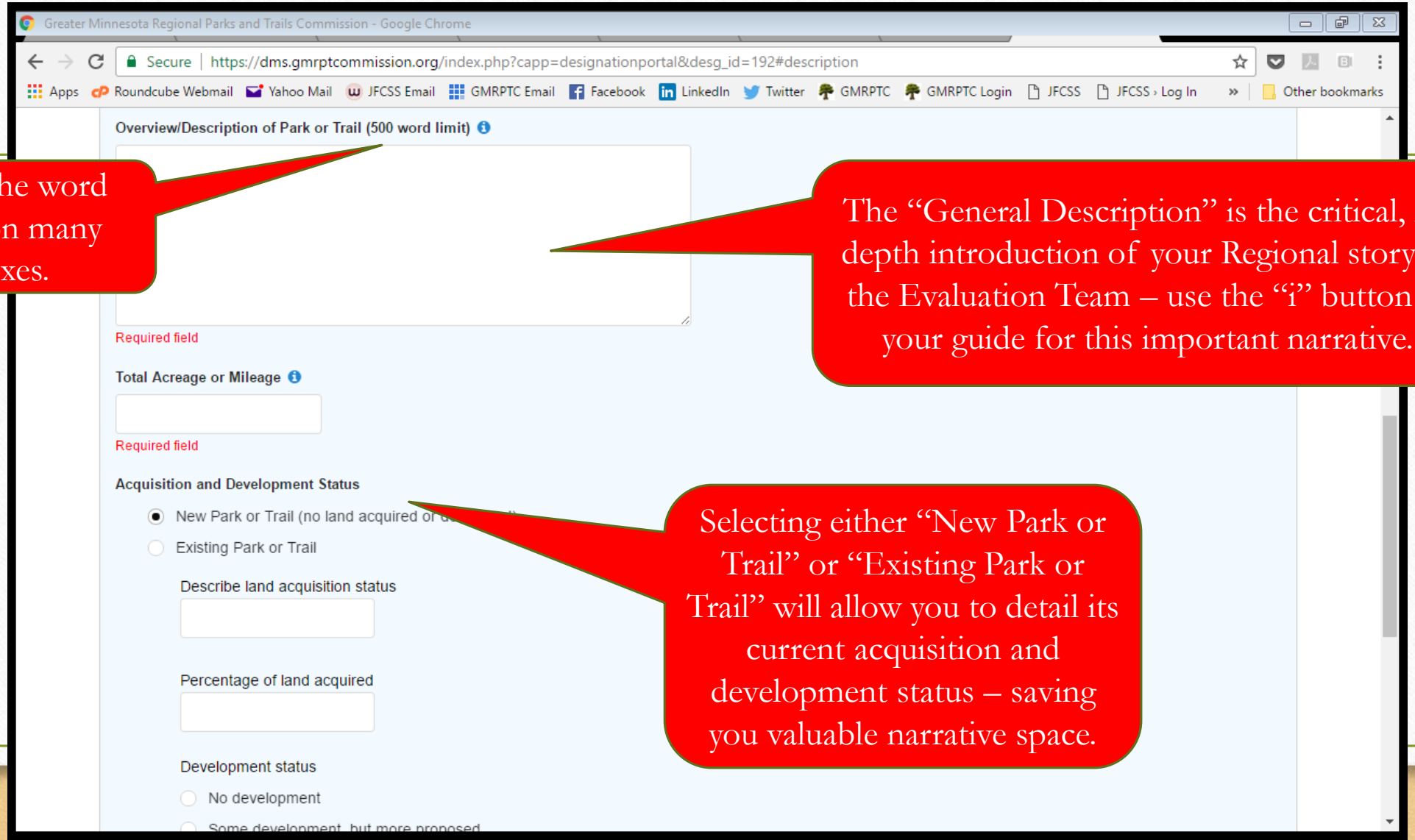
Step 2: Description Tab - Select Facility Classification



Note that the Commission has a Classification for Motorized Trails. You can also select "Motorized and Non-motorized" on the application for those facilities that feature mixed use trails.

Review the "Criteria Tutorial" on the website's "Applications" page for more information on selecting Classifications and reviewing criteria.

Step 2: Description Tab – Complete Description/Overview

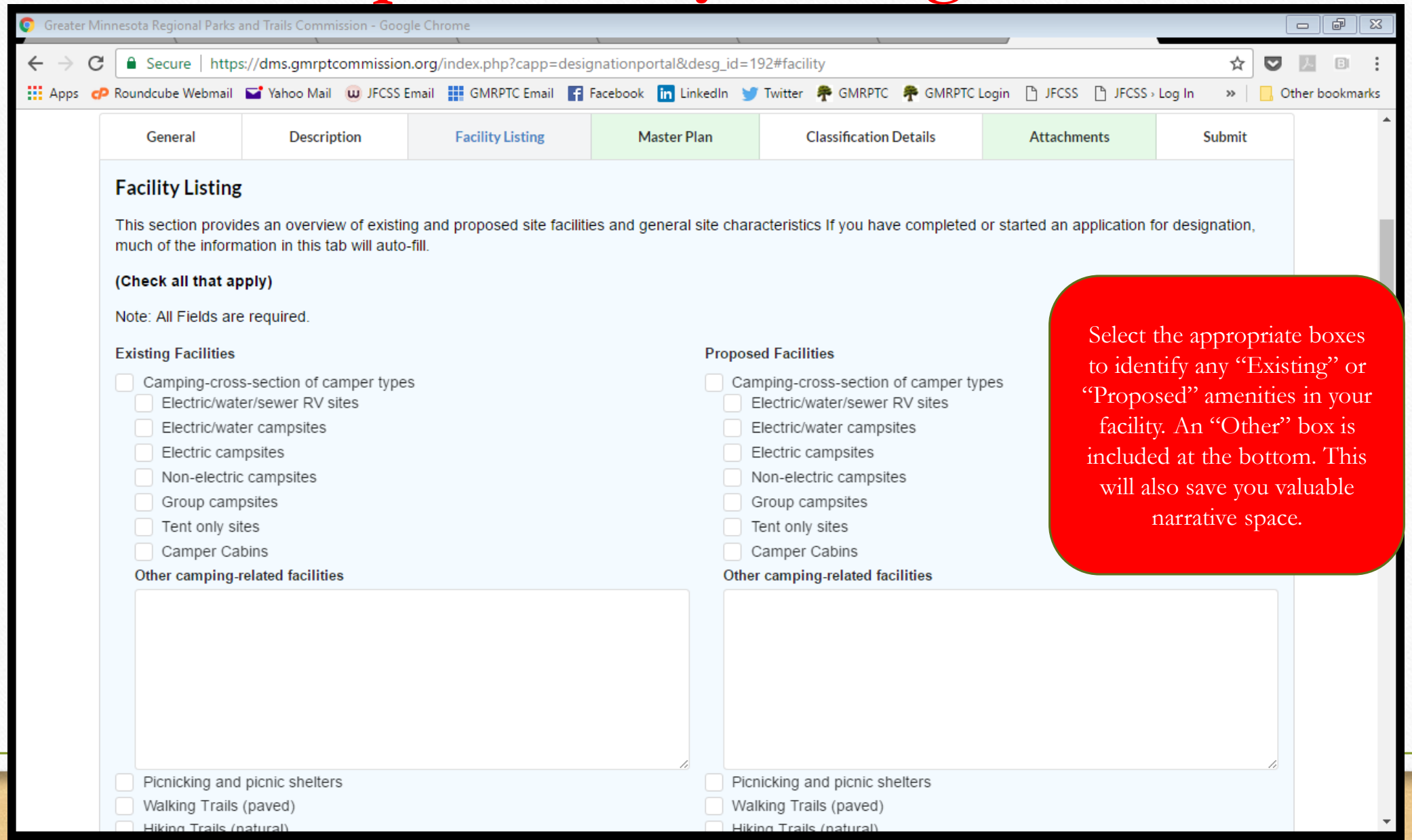


Note the word limit on many boxes.

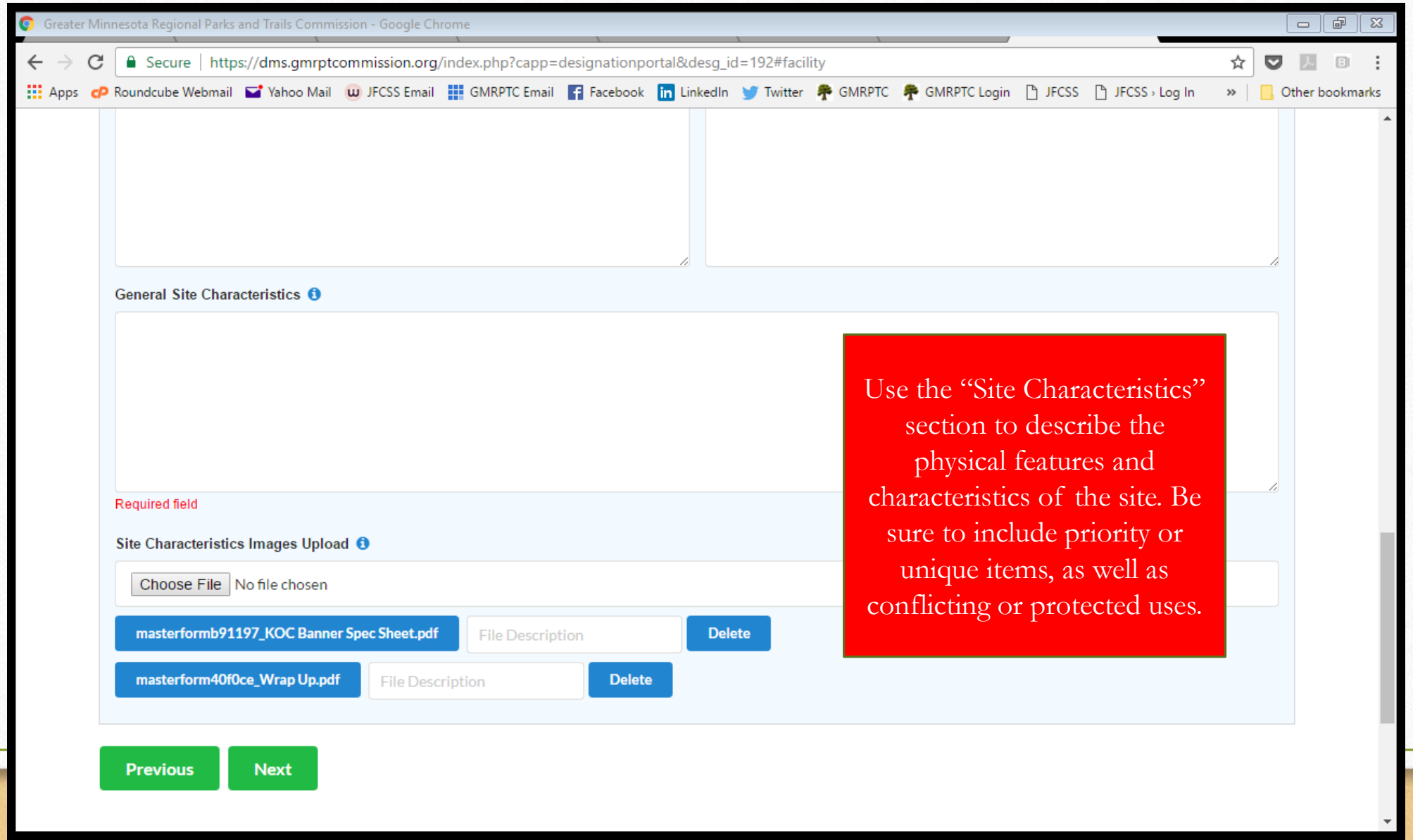
The "General Description" is the critical, in-depth introduction of your Regional story to the Evaluation Team – use the "i" button as your guide for this important narrative.

Selecting either "New Park or Trail" or "Existing Park or Trail" will allow you to detail its current acquisition and development status – saving you valuable narrative space.

Step 3: Facility Listing Tab

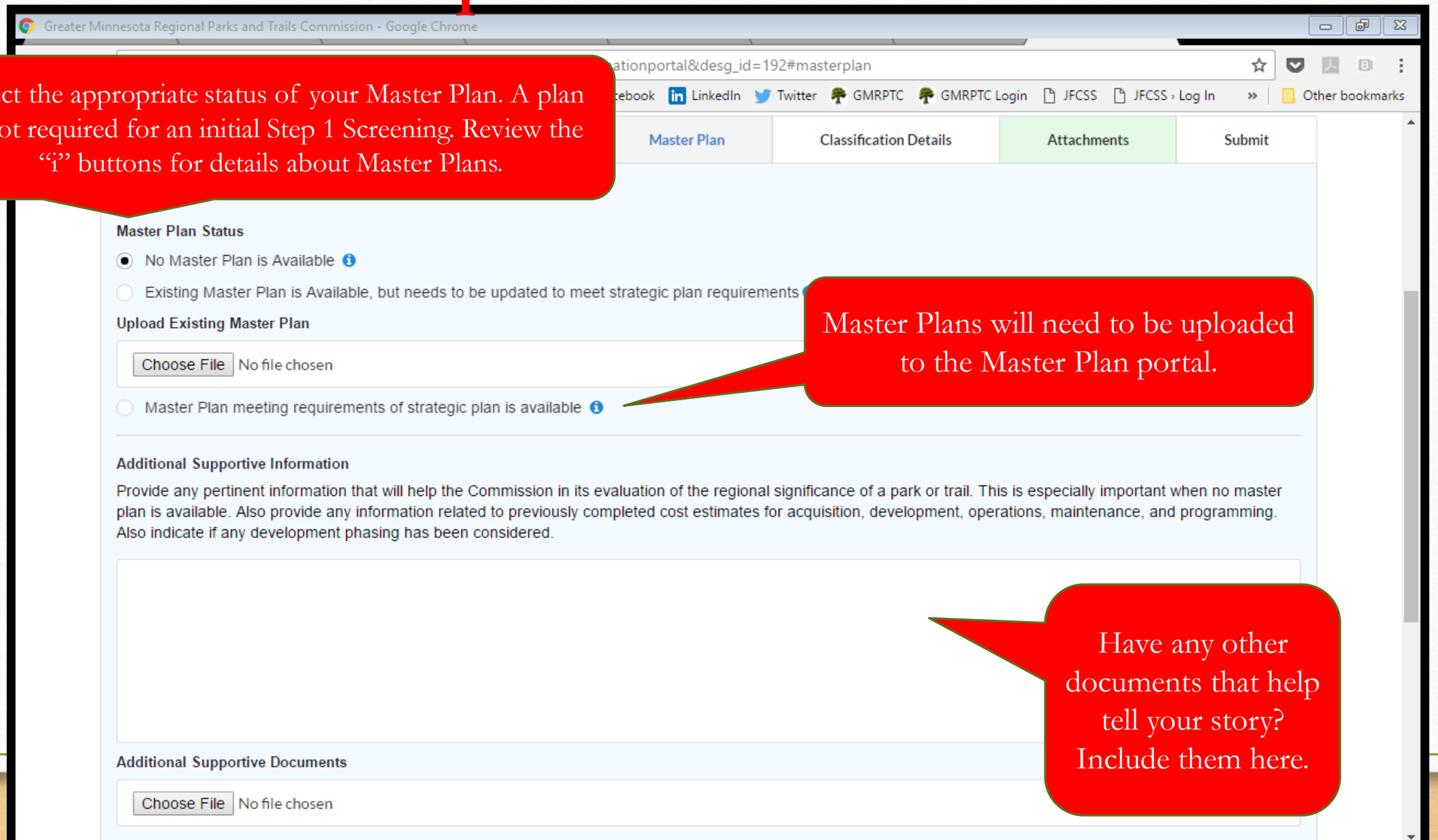


Step 3: Facility Listing Tab



Use the "Site Characteristics" section to describe the physical features and characteristics of the site. Be sure to include priority or unique items, as well as conflicting or protected uses.

Step 4: Master Plan Tab



Select the appropriate status of your Master Plan. A plan is not required for an initial Step 1 Screening. Review the "i" buttons for details about Master Plans.

Master Plans will need to be uploaded to the Master Plan portal.

Have any other documents that help tell your story? Include them here.

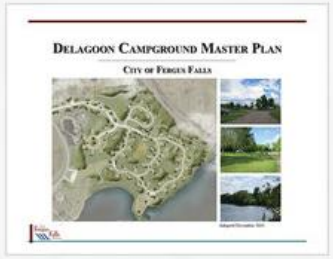
Sample Master Plans

Four sample Master Plans that meet the Commission's requirements are included on the website. They cover a variety of facilities, many levels of detail, and a range of costs. See pg. 61 of the Strategic Plan for Master Plan requirements, or click the link here.

Sample Master Plans

Master Plan Requirements FAQ

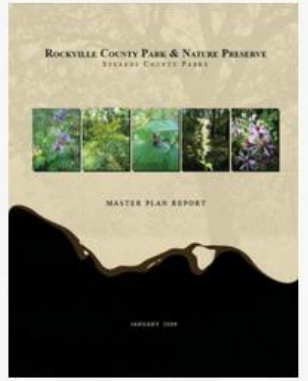
Strategic Plan - Detailed Master Plan Requirements



Delagoon Master Plan Report

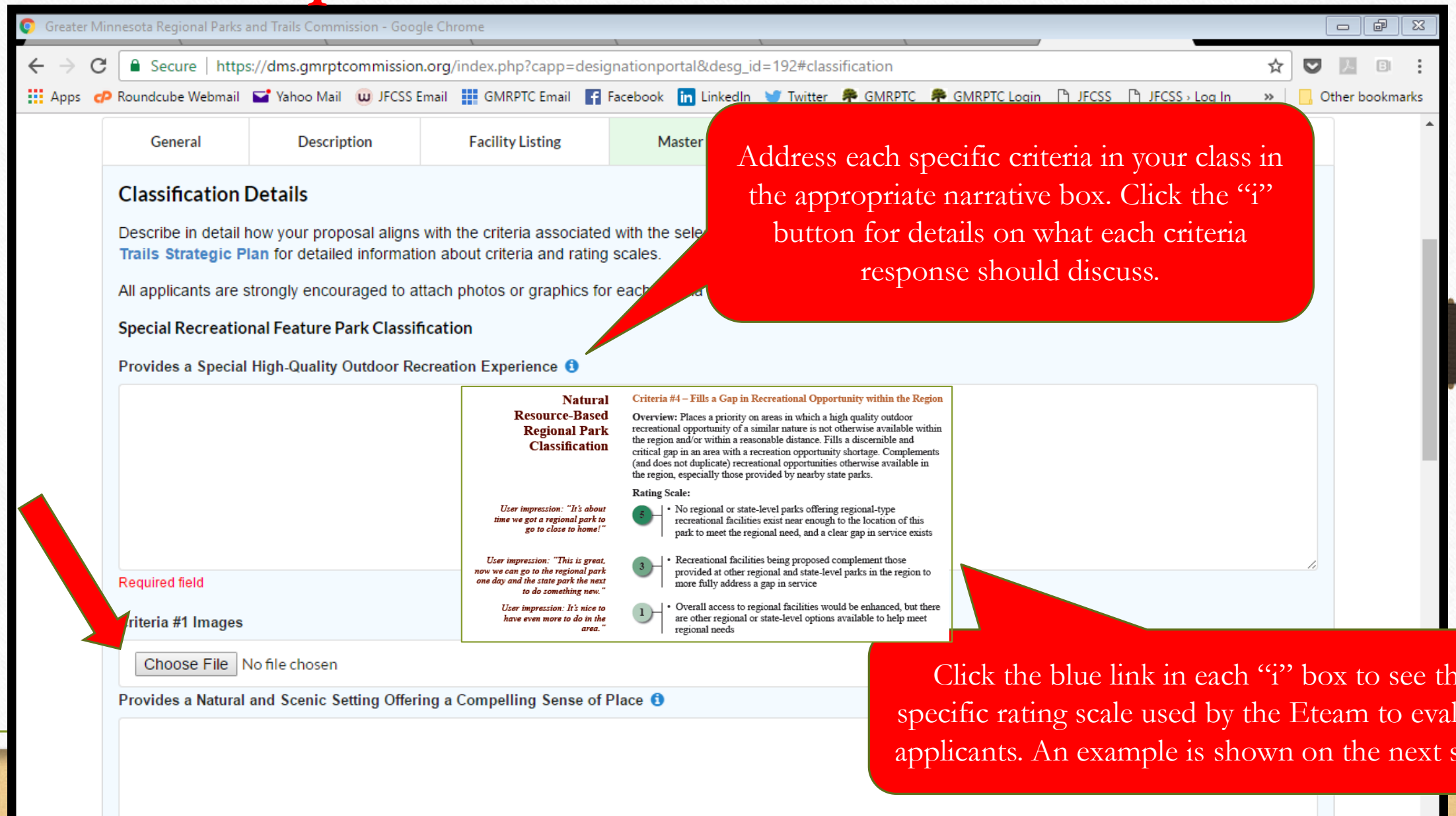
Bertram Chain of Lakes Master Plan

Anderson Park Master Plan



Rockville Park Master Plan

Step 5: Classification Details Tab



Address each specific criteria in your class in the appropriate narrative box. Click the "i" button for details on what each criteria response should discuss.

Click the blue link in each "i" box to see the specific rating scale used by the Eteam to evaluate applicants. An example is shown on the next slide.

Sample Detailed Criteria from Link in "i" Box.

Natural Resource-Based Regional Park Classification

Criteria #4 – Fills a Gap in Recreational Opportunity within the Region

Overview: Places a priority on areas in which a high quality outdoor recreational opportunity of a similar nature is not otherwise available within the region and/or within a reasonable distance. Fills a discernible and critical gap in an area with a recreation opportunity shortage. Complements (and does not duplicate) recreational opportunities otherwise available in the region, especially those provided by nearby state parks.

Rating Scale:

User impression: "It's about time we got a regional park to go to close to home!"

5 • No regional or state-level parks offering regional-type recreational facilities exist near enough to the location of this park to meet the regional need, and a clear gap in service exists

User impression: "This is great, now we can go to the regional park one day and the state park the next to do something new."

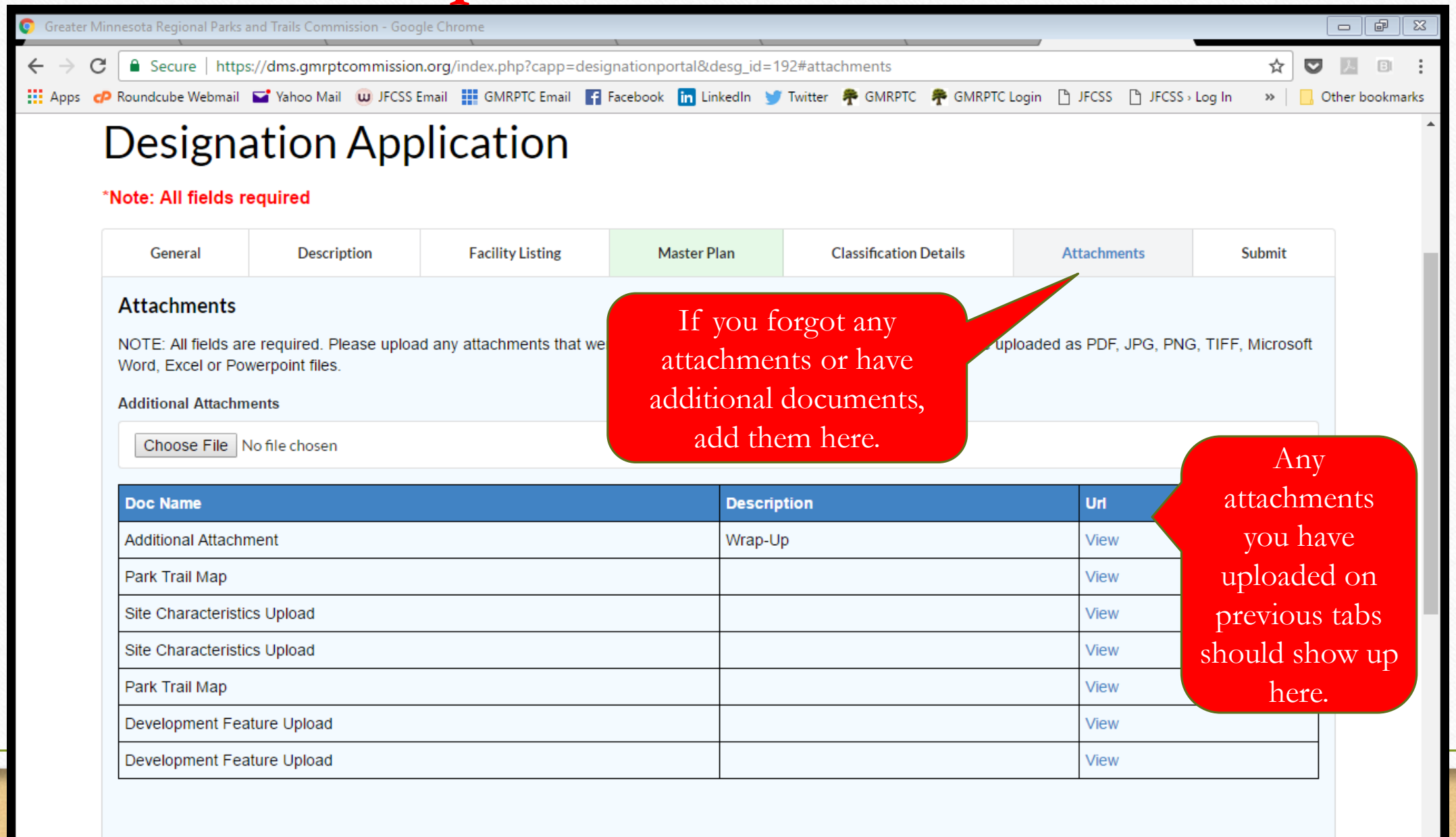
3 • Recreational facilities being proposed complement those provided at other regional and state-level parks in the region to more fully address a gap in service

User impression: It's nice to have even more to do in the area."

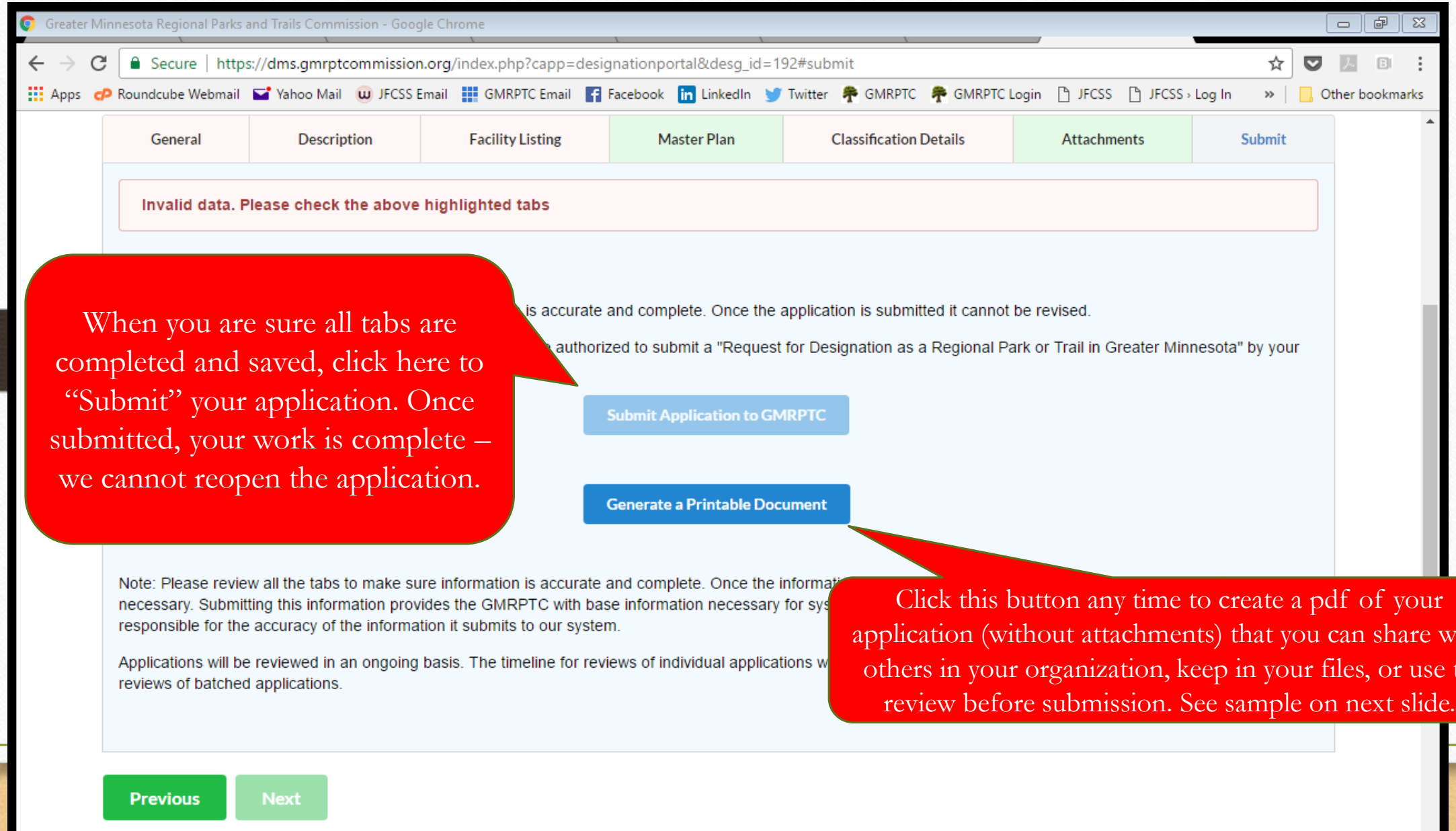
1 • Overall access to regional facilities would be enhanced, but there are other regional or state-level options available to help meet regional needs

Your goal is to achieve the highest number of points available (5) in each of the 4 criteria categories.

Step 6: Attachments Tab



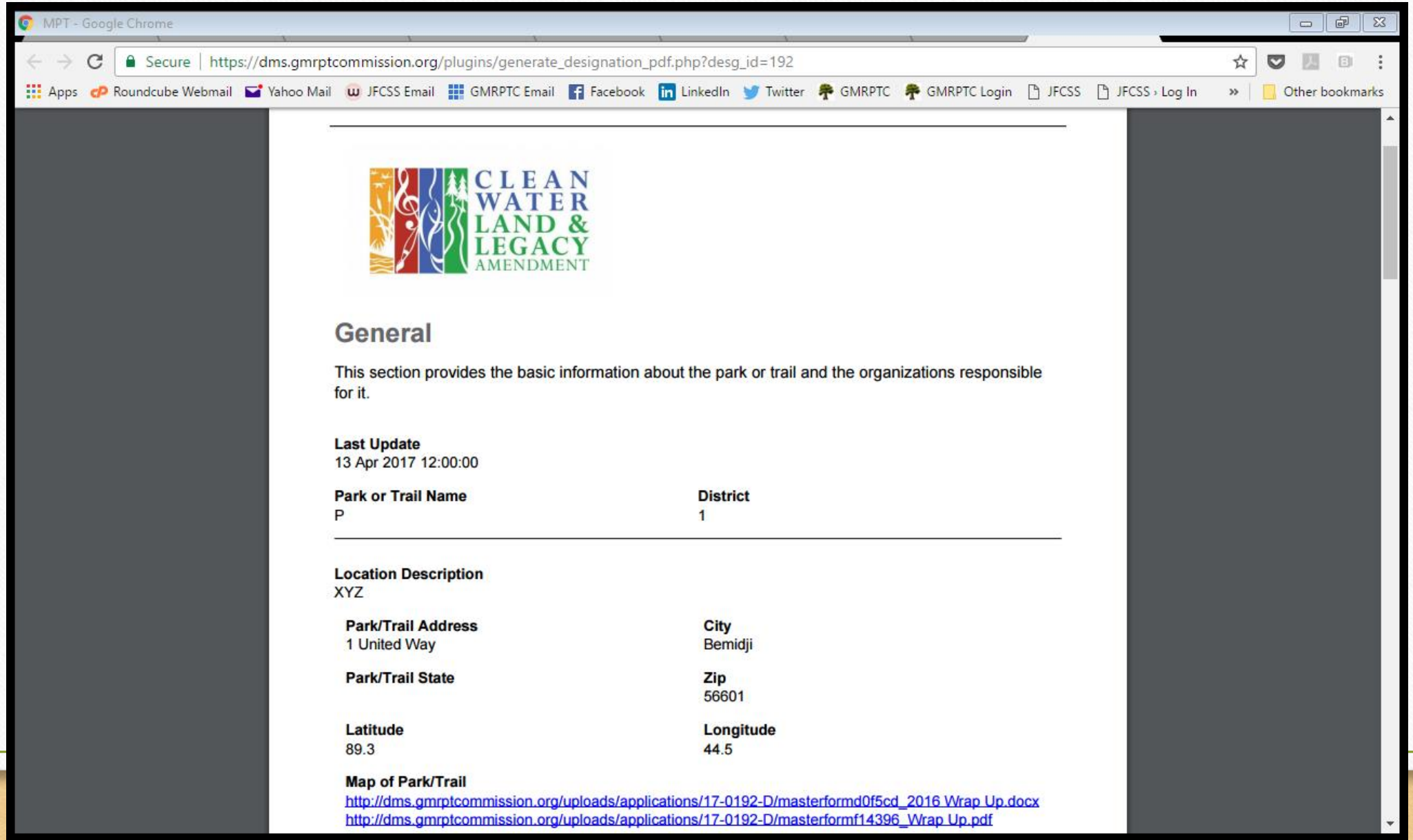
Step 7: Submit Tab



When you are sure all tabs are completed and saved, click here to "Submit" your application. Once submitted, your work is complete – we cannot reopen the application.

Click this button any time to create a pdf of your application (without attachments) that you can share with others in your organization, keep in your files, or use to review before submission. See sample on next slide.

PDF Generator - Sample



Application Technical Assistance

- Tutorials and handouts are available on the "Applications" tab.
- Designation Applications may be submitted at any time year-round, there are no deadlines. They will be reviewed in order as scheduling permits.
- Technical assistance is available; contact System Plan Coordinator Joe Czapiewski at Coordinator@GMRPTCommission.org.
- Staff will be available to review for completeness ***by request only*** before submission. Email us to request the review ***BEFORE*** you submit the application. Once it is submitted, the application is complete.