



GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION



Designation Application Tutorial

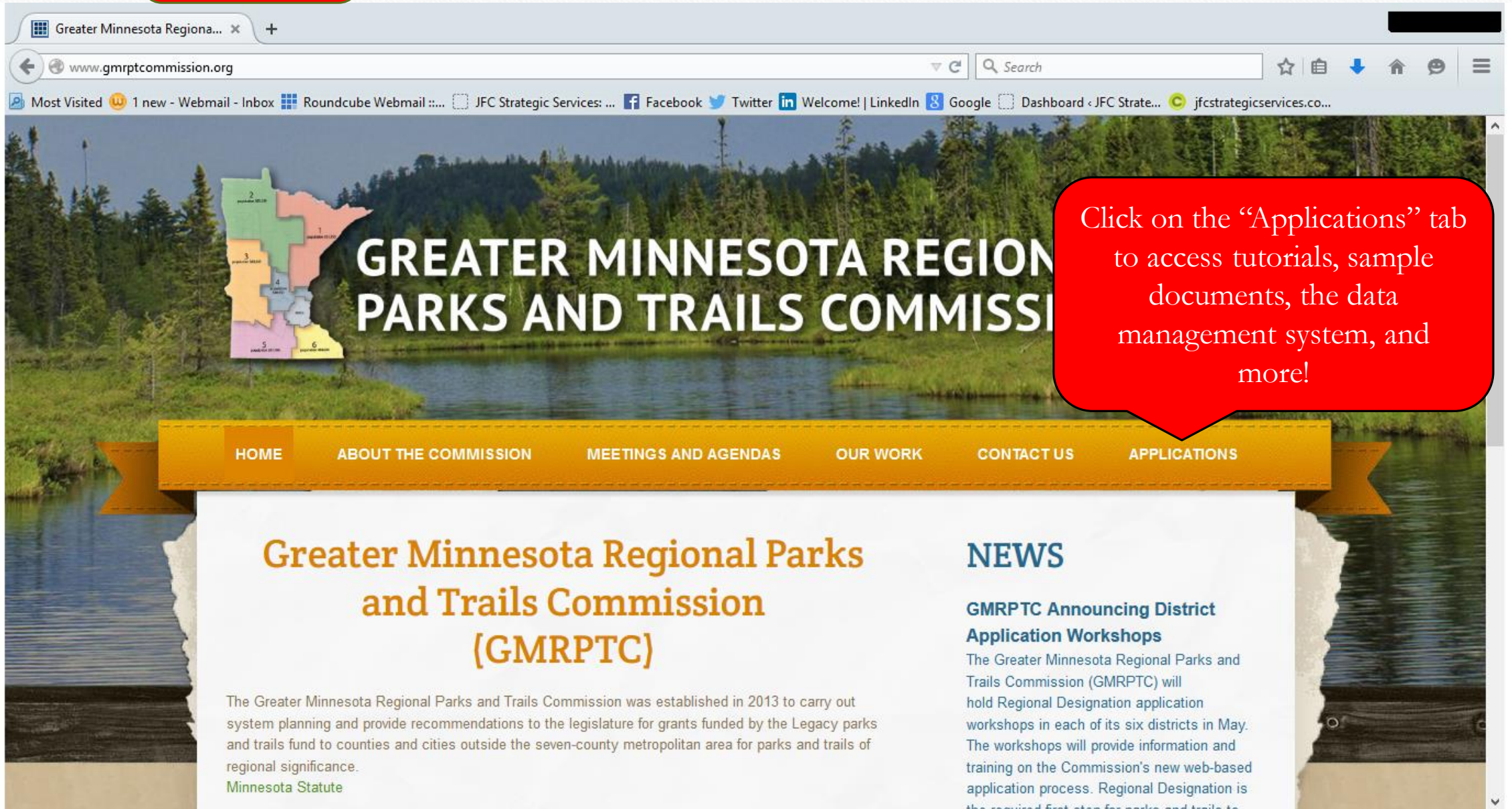
Application for Regional Designation

April, 2017

All Tutorial Instruction is highlighted in RED.

Begin by
visiting our
new website.

GMRPTCommission.org

A screenshot of a web browser displaying the homepage of the Greater Minnesota Regional Parks and Trails Commission (GMRPTC). The browser's address bar shows 'www.gmrptcommission.org'. The page features a large background image of a forested lake. On the left, there is a map of Minnesota divided into six numbered districts. The main heading reads 'GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION'. Below this is a navigation bar with orange tabs for 'HOME', 'ABOUT THE COMMISSION', 'MEETINGS AND AGENDAS', 'OUR WORK', 'CONTACT US', and 'APPLICATIONS'. The 'APPLICATIONS' tab is highlighted. The main content area is split into two columns. The left column has the title 'Greater Minnesota Regional Parks and Trails Commission (GMRPTC)' in orange, followed by a paragraph about the commission's establishment in 2013 and its purpose, and a link to the 'Minnesota Statute'. The right column has the title 'NEWS' in blue, followed by a section titled 'GMRPTC Announcing District Application Workshops' in blue, and a paragraph describing the workshops and the application process.

Greater Minnesota Regional Parks and Trails Commission

HOME ABOUT THE COMMISSION MEETINGS AND AGENDAS OUR WORK CONTACT US APPLICATIONS

Greater Minnesota Regional Parks and Trails Commission (GMRPTC)

The Greater Minnesota Regional Parks and Trails Commission was established in 2013 to carry out system planning and provide recommendations to the legislature for grants funded by the Legacy parks and trails fund to counties and cities outside the seven-county metropolitan area for parks and trails of regional significance.

[Minnesota Statute](#)

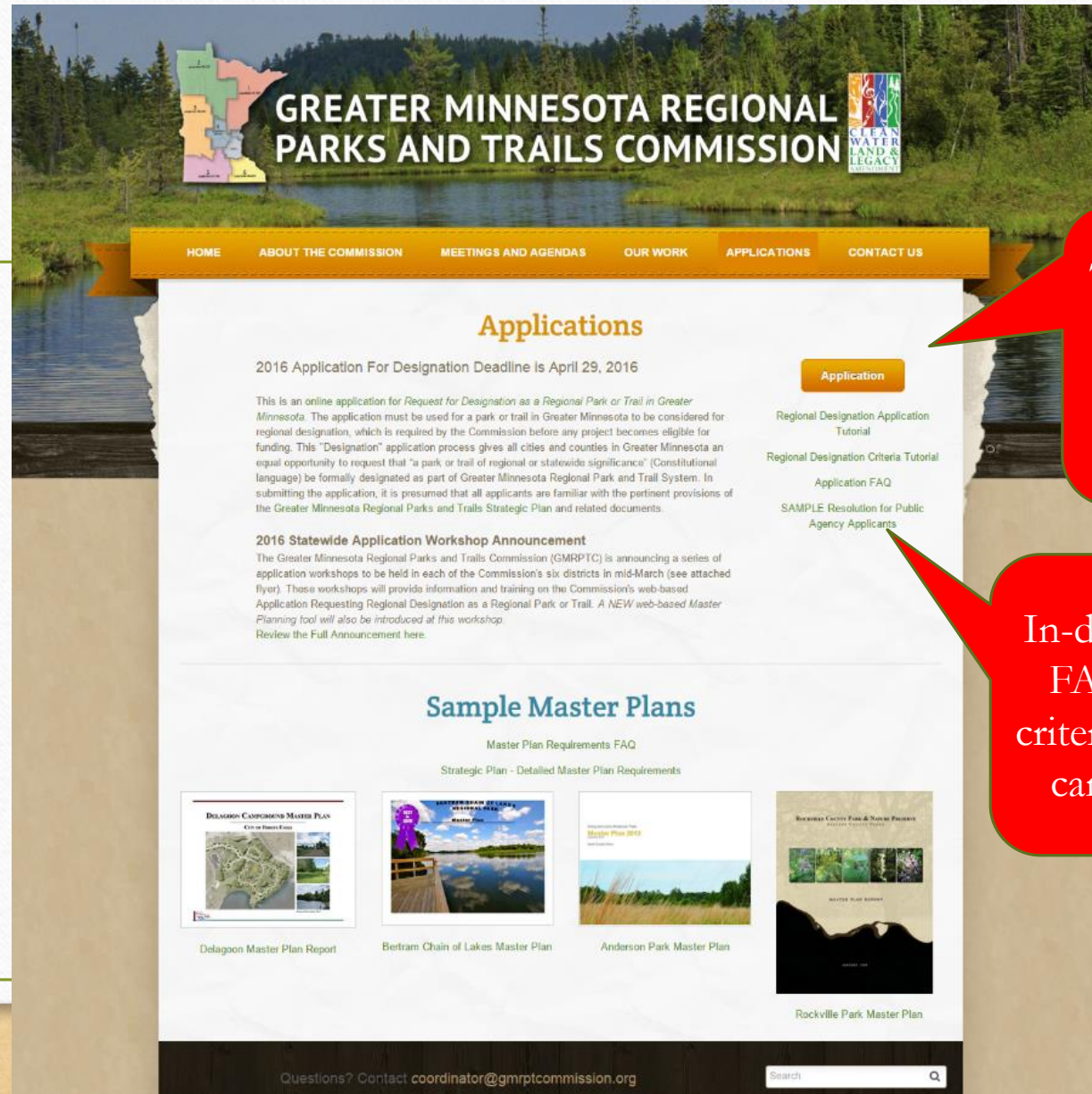
NEWS

GMRPTC Announcing District Application Workshops

The Greater Minnesota Regional Parks and Trails Commission (GMRPTC) will hold Regional Designation application workshops in each of its six districts in May. The workshops will provide information and training on the Commission's new web-based application process. Regional Designation is the required first step for parks and trails to

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

Not secure | hemdemoserver.com/mpt/index.php?useraction=signin

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

Overview Dashboard Login Logout

**GREATER MINNESOTA REGIONAL
PARKS AND TRAILS COMMISSION**

CLEAN WATER LAND & TRAILS

Sign In

Email

Password

☐ Remember me

Login

[Forgot Password](#)

Don't have an account?

Create a new account

SITE LINKS

Overview



GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION



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 responsible for its management. 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	District Click for Map of Districts
<input type="text" value="Park or Trail Name"/>	<input type="text" value="--Select--"/>
Required field	Required field
Location Description	
<input type="text"/>	

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

Basic Park and Staff Information

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

Required field

Park/Trail Address

City

Required field

Park/Trail State

Zip

Required field

Latitude

Longitude

GPS Coordinates

Required field

Map of Park/Trail
 No file chosen

Facility Website

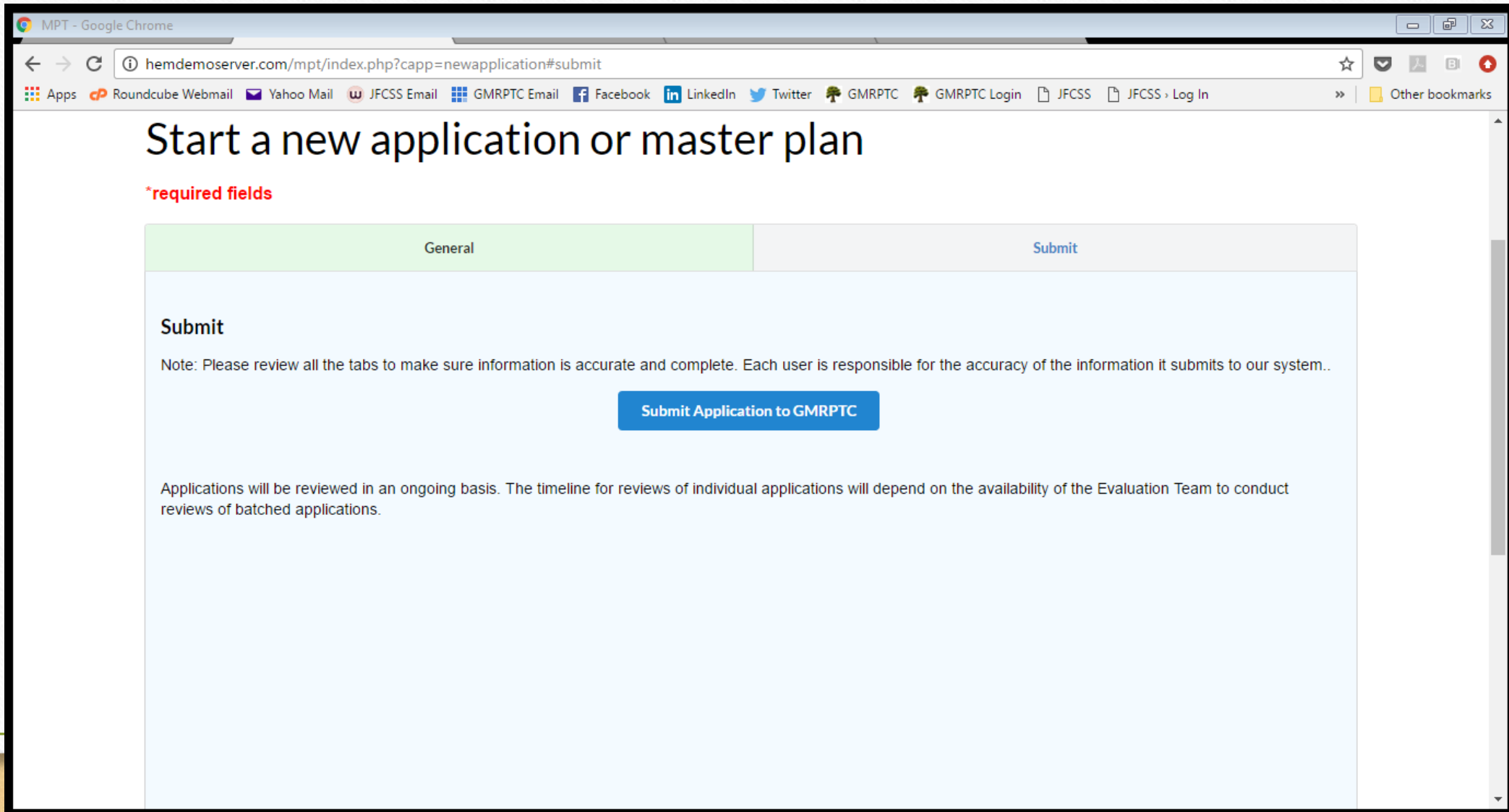
Required field

Lead Applicant Organization ⓘ

Required field

Lead Applicant Organization must be either a City or County in Greater Minnesota.

Hit “SUBMIT” to begin App or Master Plan



MPT - Google Chrome

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

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

Start a new application or master plan

***required fields**

General

Submit

Submit

Note: Please review all the tabs to make sure information is accurate and complete. Each user is responsible for the accuracy of the information it submits to our system..

[Submit Application to GMRPTC](#)

Applications will be reviewed in an ongoing basis. The timeline for reviews of individual applications will depend on the availability of the Evaluation Team to conduct reviews of batched applications.

Step 1: General Tab – The Basics

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

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | https://dms.gmrptcommission.org/index.php?capp=designationportal&desg_id=192

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

Designation Application

***Note: All fields required**

General	Description	Facility Listing	Master Plan	Submit
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General

This section provides the basic information about the park or trail and the organizations responsible.

Last Update: April 13, 2017 00:00:00

Park or Trail Name: District: [Click for Map of Districts](#)

Location Description:

Park/Trail Address: City:

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

Greater Minnesota Regional Parks and Trails Commission

Secure | <https://dms.gmrptc.org>

Apps Roundcube Webmail Yahoo Mail

Phone
218-556-3651

Joint Applicants ⓘ

Joint Applicant #1 ⓘ

Joint Applicant #1

Choose File No file chosen

Required field

Joint Applicant #2 ⓘ

Joint Applicant #2

Upload Resolution

Choose File No file chosen

Joint Applicant #3 ⓘ

Joint Applicant #3

Upload Resolution

Choose File No file chosen

Joint Applicant #4 ⓘ

Joint Applicant #4

Upload Resolution

Choose File No file chosen

Other project supporters ⓘ

Other project supporters

Previous Next

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

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | https://dms.gmrptcommission.org/index.php?capp=designationportal&desg_id=192#description

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

General Description Facility Listing Master Plan Classification Details Attachments Submit

Description

Note: All fields are required. All regional parks and trails must support a natural outdoor recreation area. Facilities designed for organized sports (i.e. football, baseball, soccer, hockey, etc.) will not be supported.

Regional Significance Statement (75 word limit) ⓘ

Required field

Classification

- ☐ Natural Resource Based Regional Park ⓘ
- ☒ Special Recreational Feature Park ⓘ
- ☐ Regional Trail (Non Motorized) ⓘ
- ☐ Regional Trail (Motorized) ⓘ
- ☐ Regional Trail (Motorized and Non-motorized) ⓘ

Overview/Description of Park or Trail (500 word limit) ⓘ

This box is designed for your short, functional description of the park or trail. What and where is it, what does it do, and why is it regionally significant.

By selecting your facility's classification, you select which criteria and other information you will be asked to respond to throughout the remainder of the application.



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.

The screenshot shows a web browser window with the URL https://dms.gmrptcommission.org/index.php?capp=designationportal&desg_id=192#description. The page title is "Overview/Description of Park or Trail (500 word limit)". The form includes several sections: "Overview/Description of Park or Trail (500 word limit)" with a text area and an information icon; "Total Acreage or Mileage" with a text area and an information icon; "Acquisition and Development Status" with radio buttons for "New Park or Trail (no land acquired or developed)" and "Existing Park or Trail"; "Describe land acquisition status" with a text area; "Percentage of land acquired" with a text area; and "Development status" with radio buttons for "No development" and "Some development, but more proposed".

Step 3: Facility Listing Tab

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | https://dms.gmrptcommission.org/index.php?capp=designationportal&desg_id=192#facility

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General	Description	Facility Listing	Master Plan	Classification Details	Attachments	Submit
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Facility Listing

This section provides an overview of existing and proposed site facilities and general site characteristics. If you have completed or started an application for designation, much of the information in this tab will auto-fill.

(Check all that apply)

Note: All Fields are required.

Existing Facilities

- ☐ Camping-cross-section of camper types
 - ☐ Electric/water/sewer RV sites
 - ☐ Electric/water campsites
 - ☐ Electric campsites
 - ☐ Non-electric campsites
 - ☐ Group campsites
 - ☐ Tent only sites
 - ☐ Camper Cabins
- ☐ Other camping-related facilities

Proposed Facilities

- ☐ Camping-cross-section of camper types
 - ☐ Electric/water/sewer RV sites
 - ☐ Electric/water campsites
 - ☐ Electric campsites
 - ☐ Non-electric campsites
 - ☐ Group campsites
 - ☐ Tent only sites
 - ☐ Camper Cabins
- ☐ Other camping-related facilities

Other facilities

- ☐ Picnicking and picnic shelters
- ☐ Walking Trails (paved)
- ☐ Hiking Trails (natural)

Other facilities

- ☐ Picnicking and picnic shelters
- ☐ Walking Trails (paved)
- ☐ Hiking Trails (natural)

Select the appropriate boxes to identify any "Existing" or "Proposed" amenities in your facility. An "Other" box is included at the bottom. This will also save you valuable narrative space.

Step 3: Facility Listing Tab

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | https://dms.gmrptcommission.org/index.php?capp=designationportal&desg_id=192#facility

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General Site Characteristics ⓘ

Required field

Site Characteristics Images Upload ⓘ

Choose File No file chosen

masterformb91197_KOC Banner Spec Sheet.pdf File Description Delete

masterform40f0ce_Wrap Up.pdf File Description Delete

Previous Next

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 Plan Status

- ☒ No Master Plan is Available [i](#)
- ☐ Existing Master Plan is Available, but needs to be updated to meet strategic plan requirements [i](#)

Upload Existing Master Plan

No file chosen

- ☐ Master Plan meeting requirements of strategic plan is available [i](#)

Additional Supportive Information

Provide any pertinent information that will help the Commission in its evaluation of the regional significance of a park or trail. This is especially important when no master plan is available. Also provide any information related to previously completed cost estimates for acquisition, development, operations, maintenance, and programming. Also indicate if any development phasing has been considered.

Additional Supportive Documents

No file chosen

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

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

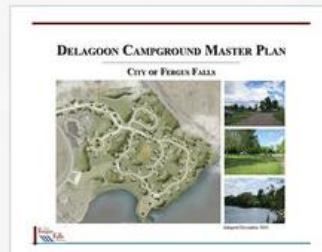
Sample Master Plans

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](#)



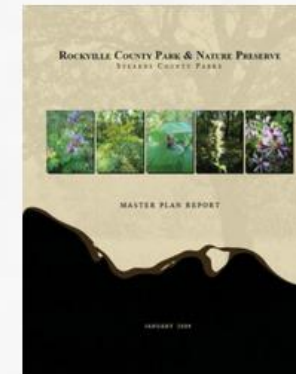
Delagoon Master Plan Report



Bertram Chain of Lakes Master Plan



Anderson Park Master Plan



Rockville Park Master Plan

Step 5: Classification Details Tab

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | https://dms.gmrptcommission.org/index.php?capp=designationportal&desg_id=192#classification

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General Description Facility Listing **Master**

Classification Details

Describe in detail how your proposal aligns with the criteria associated with the selected [Trails Strategic Plan](#) for detailed information about criteria and rating scales.

All applicants are strongly encouraged to attach photos or graphics for each criterion.

Special Recreational Feature Park Classification

Provides a Special High-Quality Outdoor Recreation Experience ⓘ

Natural Resource-Based Regional Park Classification

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

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."

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

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:

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

Required field

Criteria #1 Images

Choose File No file chosen

Provides a Natural and Scenic Setting Offering a Compelling Sense of Place ⓘ

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

User impression: “It’s about time we got a regional park to go to close to home!”

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.”

User impression: It’s nice to have even more to do in the area.”

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.

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- 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
- 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
- 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

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | https://dms.gmrptcommission.org/index.php?capp=designationportal&desg_id=192#attachments

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Designation Application

***Note: All fields required**

General	Description	Facility Listing	Master Plan	Classification Details	Attachments	Submit
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Attachments

NOTE: All fields are required. Please upload any attachments that were not uploaded as PDF, JPG, PNG, TIFF, Microsoft Word, Excel or Powerpoint files.

Additional Attachments

No file chosen

Doc Name	Description	Url
Additional Attachment	Wrap-Up	View
Park Trail Map		View
Site Characteristics Upload		View
Site Characteristics Upload		View
Park Trail Map		View
Development Feature Upload		View
Development Feature Upload		View

If you forgot any attachments or have additional documents, add them here.

Any attachments you have uploaded on previous tabs should show up here.

Step 7: Submit Tab

Greater Minnesota Regional Parks and Trails Commission - Google Chrome

Secure | https://dms.gmrptcommission.org/index.php?capp=designationportal&desg_id=192#submit

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

General Description Facility Listing **Master Plan** Classification Details Attachments **Submit**

Invalid data. Please check the above highlighted tabs

is accurate and complete. Once the application is submitted it cannot be revised.

authorized to submit a "Request for Designation as a Regional Park or Trail in Greater Minnesota" by your

Submit Application to GMRPTC

Generate a Printable Document

Note: Please review all the tabs to make sure information is accurate and complete. Once the information is necessary. Submitting this information provides the GMRPTC with base information necessary for system responsible for the accuracy of the information it submits to our system.

Applications will be reviewed in an ongoing basis. The timeline for reviews of individual applications will be reviews of batched applications.

Previous **Next**

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

MPT - Google Chrome

Secure | https://dms.gmrptcommission.org/plugins/generate_designation_pdf.php?desg_id=192

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General

This section provides the basic information about the park or trail and the organizations responsible for it.

Last Update
13 Apr 2017 12:00:00

Park or Trail Name P	District 1
--------------------------------	----------------------

Location Description
XYZ

Park/Trail Address 1 United Way	City Bemidji
Park/Trail State	Zip 56601
Latitude 89.3	Longitude 44.5

Map of Park/Trail
http://dms.gmrptcommission.org/uploads/applications/17-0192-D/masterformd0f5cd_2016_Wrap_Up.docx
http://dms.gmrptcommission.org/uploads/applications/17-0192-D/masterformf14396_Wrap_Up.pdf

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.