



## Funding Application Portal Contents

March 2018

FY2020 Funding Application Available 4/2/2018 through 7/31/2018

**Introduction:** The following document outlines the contents of the online Funding Application portal. The portal is available to any City or County in Greater Minnesota that operates a Regionally Designated park or trail facility that is eligible to apply for Legacy Parks and Trails funding. Applications must be completed online at <http://www.gmrptcommission.org/applications.html>. Each bullet is an information item that must be completed in the application, with additional guidance in brackets. Attachments are encouraged and, in some cases, required. For assistance contact the System Plan Coordinator at [coordinator@gmrptcommission.org](mailto:coordinator@gmrptcommission.org).

### Overview

The REVISED Funding Application Portal is free and available for use by any City or County with a Regionally Designated park or trail that is eligible to apply for Legacy Parks and Trails funding. Applicants for FY2020 funding are required to use the new portal for uploading their application.

This year's application has been updated based on feedback from last year's applicants. Several new items are included in an effort to streamline the application with the DNR application, reducing the paperwork burden for successful applicants who then must enter the DNR contracting system to receive funding. It is important that to gain valuable insight in ways the system can work better for you, please share any comments or suggestions you have with GMRPTC at [coordinator@gmrptcommission.org](mailto:coordinator@gmrptcommission.org).

**Note:** Should your application be approved for funding, additional addendums will be required in order to complete your funding contract and begin work (see below). Contact the System Plan Coordinator for assistance.

### **\*\*Project Contract Deliverables Note\*\***

*Depending on your project, the following may be required*

If funded, the grant contract will be executed by the DNR on behalf of the Commission. Therefore, all DNR contract requirements must be fulfilled and include, but are not limited to the following:

- Completion of an Environmental Assessment Statement (EAS). Review of the project by the DNR's Endangered Species Environmental Review Coordinator.
- Compliance with water and wetlands regulations.
- Compliance with Minnesota EQB Environmental Review rules.
- Pre-approval of the project from the Minnesota State Historical Preservation Office.
- For trails projects, a completed long term or permanent lease on land not owned by applicant.
- NO funds may be expended until there is a fully executed contract.

## General Tab

This section provides the basic information about the park or trail and the applicant organization. All fields are required.

- GMRPTC Park or Trail ID # [Set by the system]
- Funding Application Number [Autofilled by system]
- Park/Trail Name [Autofilled by system]
- Last Update [Automatically updates when information about the park or trail was last updated.]
- Existing Acres or Miles [Number of current acres or miles as the facility exists today.]
- District [Autofilled by system]
- Project Name [Provide a title that describes the key focus of the funding request, such as “Nature Trail Area Restoration” or “Environmental Learning Center Construction.” A project may be developed by any local government or joint powers, but a City or County needs to be the official applicant and fiscal agent for the project.]
- Project Description [Describe the project(s) that would be covered under this funding request. Description should EXPLICITLY tie back into the Master Plan’s Implementation Plan for the designated park or trail to aid review of this request relative to the full implementation plan.]
- Project Area and Facility Maps [See “Map Content Requirements” at the end of this document.]
- Applicant Organization [The lead organization must be a city or county in Greater Minnesota. The lead organization should be the city or county leading this particular funding request and a part of the overall joint organization described in the Master Plan, if not the overall lead organization.]
- Lead Contact Full Name
- Lead Contact Title
- Mailing address, Phone, Email (lead applicant)

## Funding Tab

This section describes the project that funding is requested for.

### Description

- Development, Restoration, or Both [Drop Down Button]
- Acres of Park Land to be Acquired [Enter amount]
- New Trail Miles to be Acquired [Enter amount, radio button for Types: Existing Easement, New Easement, Fee Title ROW]
- New Trail Miles Developed [Enter amount]
- Miles of Trail Restored or Improved [Enter amount]
- Trail head facilities developed [Enter number]
- Number of trail bridges/culverts to be developed or restored [Enter number]
- Number of Connecting People to the Outdoors Programs created or administered [Enter number]

### Project Outcomes

- Evaluation of Impact [Applicants must describe how you will evaluate the outcomes of the project. What are the specific deliverables, i.e. number of users benefitted, perceived quality of

facility, protection of a resource, etc.? How will the project be evaluated/measured compared to the deliverables?]

- Select Legacy Pillars [The following four Pillars serve as the heart of the 25-year, long-range Parks and Trails Legacy Plan, establishing the future direction for parks and trails of state and regional significance. Select pillars supported by your project. • Connect People and the Outdoors: better develop Minnesota's stewards of tomorrow through efforts to increase life-long participation in parks and trails. • Acquire Land, Create Opportunities: create new and expanded park and trail opportunities to satisfy current customers as well as to reach out to new ones. • Take Care of What We Have: provide safe, high-quality park and trail experiences by regular re-investment in park and trail infrastructure, and natural resource management. • Coordinate Among Partners: enhance coordination across the large and complex network of public, private, and non-profit partners that support Minnesota's parks and trails to ensure seamless, enjoyable park and trail experiences for Minnesotans.]
- Connection to Pillars [Describe how the project reasonably supports or fulfills each of the pillars selected above. It is not necessarily more valuable to support more pillars rather than less. The quality of the connection is also important.]
- Connection to a Regionally Substantial Component of the Master Plan [Describe how the project completes a user-friendly, regionally substantial or impactful component of the Master Plan. Descriptions of Master Plan priorities or phases that match the project are encouraged.]

### **Project Readiness**

- Project Lead [Describe how the lead applicant/agency is qualified and experienced in delivering this type of project, or has established partnerships or other mechanisms to ensure project success. Include professional credentials of any involved or anticipated staff or consultants/contractors.]
- Implementation Timeline [Describe the project timeline, should funding be awarded and a grant contract offered for early FY2020 (grant contract period starting after July 1, 2019, terminating June 30, 2022.)]
- Availability for Public Use [All facilities must be designed and available for general public use and open during typical park and trail hours. This includes restrooms, picnic shelters, campgrounds, playgrounds and other structures. For parks that include marina or campground facilities, an appropriate percent of the spaces shall be available for short term rental and an equitable method of allocating long-term rentals shall be used. Personal property including vehicles, decks, buildings, and signs must be removed at the end of each use season. State the specific hours of operation and any current or anticipated programmed use for the facilities proposed to be funded with this application. Also describe any arrangements with schools, local organizations, clubs or city programs for the use of the facilities. 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?]
- Design Standards [All projects must meet current industry and state of Minnesota design standards, as well as relevant Americans with Disability Act standards and state regulations. Describe which standards the proposed project components meet and the qualifications of the certified professional who will be signing off on this project.]
- Project Cost Breakdown [Provide a list of the key acquisition and development elements along with associated costs. Intent is to outline how the funding will be allocated along with associated costs and how that element helps achieve the facilities regional purpose. Add

attachments with additional background and cost breakdown as is available. Park and trail construction costs must be prepared by professional licensed architects or engineers; land acquisition costs must be prepared in accordance with State of Minnesota public appraisal requirements.]

**Funding Request Breakdown** Please use valid currency formats (e.g. \$100,000/100,000/100000)

- Grant Funding Request [Provide total amount of regional grant funds being requested through Greater Minnesota Regional Parks and Trails Commission.]
- Local Match [Provide amount of local-level matching funds (cash only, not in-kind funding) from each of the project partners. Identify project partner in adjacent box. If no local match is provided, place a 0 (zero) in the box. Qualified local match consists of non-state funds that will be spent on the project only after the GMRPTC grant agreement is finalized.]
- Funder Listing [Space for up to 5 local match sources provided] [Funding request resolutions are required for all agencies providing a local match.]
- Non-Eligible Local Match [Provide amount of local-level or non-eligible funds used to complete non-eligible project components.]
- Non-Eligible Item Description [Describe how non-eligible project components are being funded. Check funding guidelines for eligible and ineligible costs.]
- Total Funding [Total amount of regional grant funds being requested plus total amount of local match being provided.]
- Percentage of local match [Percentage of local funding match relative to overall project budget.]
- Completion Timeframe [Provide the length of time needed (in months) to complete the project once funding is authorized.]

**Funding Request Resolutions** [Resolutions of support using the Commission's funding request resolution form are required for all joint applicants and partners. Park or trail projects are not eligible for funding until resolutions are attached.]

- Attach Resolutions from each Project Applicant [Template provided in the Application Toolbox.]
- Budget Worksheet [A completed version of the budget template provided must be attached. A blank version of the budget template is available on the application portal or in the Application Toolbox.]
- Appraisal [For projects that include property acquisition, a qualified appraisal meeting DNR regulations must be completed and submitted with the application. Appraisals must be performed by a qualified licensed appraiser and meet the Uniform Standards of Professional Appraisal Practice (USPAP) and the DNR Supplemental Appraisal and Appraisal Review Guidelines. Submit an appraisal report and a completed DNR Appraisal Certification Form. The appraisal must include the DNR as an intended user and the landowner or designated representative must be given an opportunity to accompany the appraiser during the inspection of the property. To ensure the appraiser understands the appraisal requirements, we suggest using the sample engagement letter provided. Appraisals will be reviewed by the state to ensure that they meet applicable standards. If the appraisal is not accepted, the applicant will be contacted for additional clarification or modification. If you or the appraiser has any questions, please contact the program staff assigned to your area prior to completing the appraisal assignment.]

## Map Content Requirements

The GMRPTC has adopted mapping standards that meet DNR requirements for funding applications.

### *LOCATION MAP*

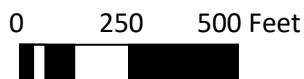
Provide a map that shows the location of the park or trail within your region. The map should identify the main roads in the community to access the park.

### *PARK AND TRAIL MAPS*

**Park Map:** This site map must be drawn to scale, show the existing park boundary, all facilities now in the park and all acquisition and/or development listed in the Cost Breakdown. All facilities must be identified with legible labels.

Include the following:

- Draw and label the complete park boundary. 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.
- Entrance to site and location of existing or proposed public parking facilities.
- Location of all existing and planned recreation and support facilities such as restrooms, shelters, trailheads, culverts or bridges, and potable water, clearly identifying the proposed project items listed in the budget.
- Access routes connecting each facility to accessible parking.
- Indicate any rights-of-way, easements, reversionary interests, etc. to the park area including overhead utility lines.
- Geographic reference point such as a section corner or designated road intersection.
- All lakes, rivers, streams and wetlands and adjacent land uses.
- Acreage of the park and/or each parcel to be acquired.
- North arrow and Graphic Bar Scale using the example below:



**Trail Map:** This map should be in color and be effective at showing the trail identified in the cost breakdown.

### **Color Coding**

- Red              Park boundary
- Green           Existing park facilities or trail
- Yellow          Acquisition and/or development accomplished with this grant
- Blue             Future acquisition, development and/or trail extension