

**PENINSULA TOWNSHIP PARK COMMISSION**  
**Special Meeting**  
**Township Conference Room**  
**Tuesday, September 18, 2018 - 9:00 a.m.**

**Amended Agenda**

- 1. Call to Order**
- 2. Pledge**
- 3. Roll Call**
- 4. Approve Agenda**
- 5. Brief Citizens Comments**
- 6. Conflict of Interest**
- 7. Consent Agenda**

Any member of the board, staff, or the public may ask that any item on the Consent Agenda be removed and placed elsewhere on the agenda for full discussion

- 8. Business**
  - A. Discussion of Kelley Park Plans/Concerns
  - B. Urban & Community Forestry Grant Program

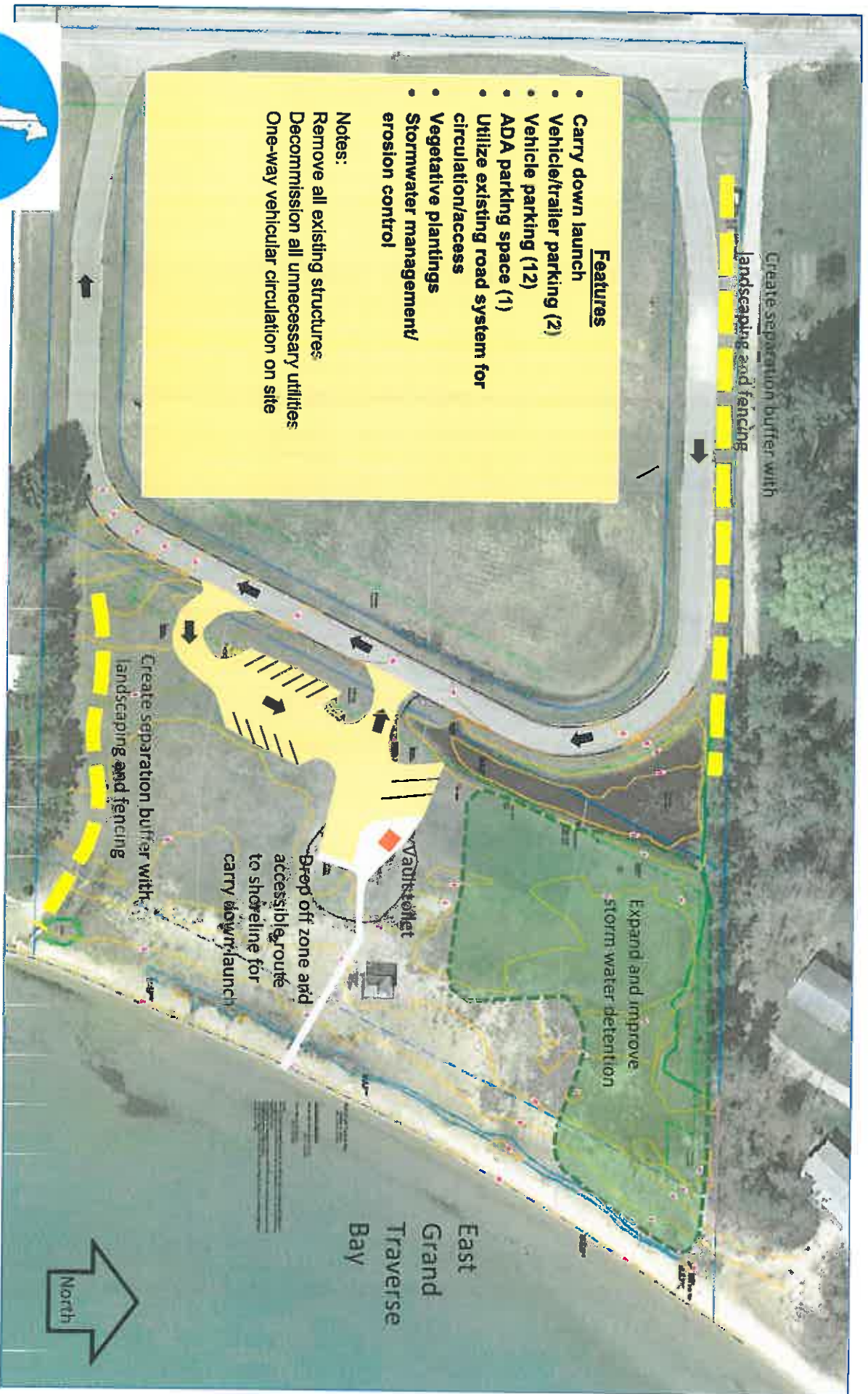
- 9. Citizen Comments**
- 10. Board Comments**
- 11. Adjourn**



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John Snow,  
Peninsula Township Park Commission, Secretary

Posted: September 17, 2018 11:00 a.m.

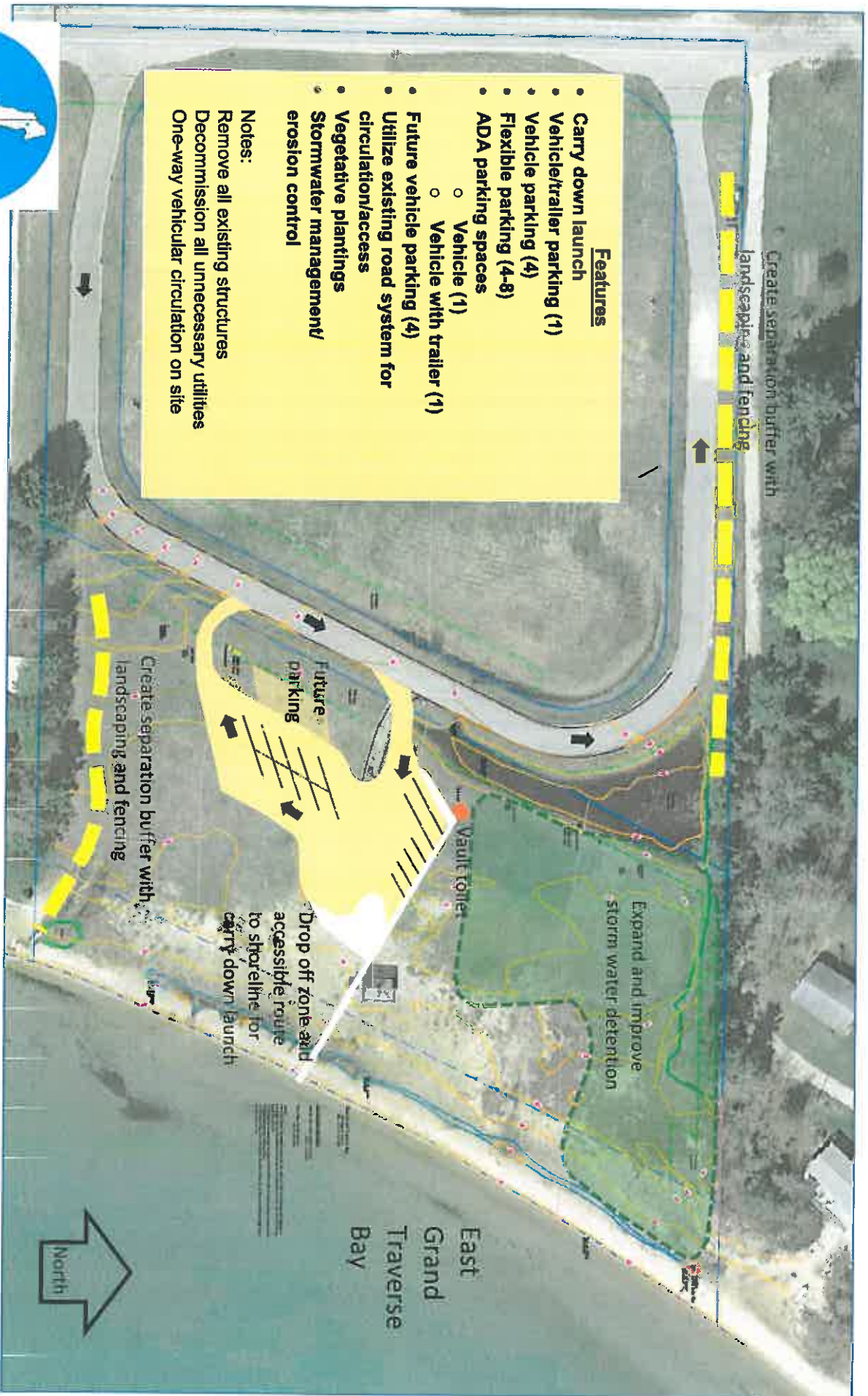


- Features**
- Carry down launch
  - Vehicle/trailer parking (2)
  - Vehicle parking (12)
  - ADA parking space (1)
  - Utilize existing road system for circulation/access
  - Vegetative plantings
  - Stormwater management/erosion control
- Notes:**
- Remove all existing structures
  - Decommission all unnecessary utilities
  - One-way vehicular circulation on site



Old Mooring Boating Access Site  
 DRAFT Development Plan A  
 August 2018





- Features**
- Carry down launch
  - Vehicle/trailer parking (1)
  - Vehicle parking (4)
  - Flexible parking (4-8)
  - ADA parking spaces
    - Vehicle (1)
    - Vehicle with trailer (1)
  - Future vehicle parking (4)
  - Utilize existing road system for circulation/access
  - Vegetative plantings
  - Stormwater management/erosion control
- Notes:**
- Remove all existing structures
  - Decommission all unnecessary utilities
  - One-way vehicular circulation on site



Old Mooring Boating Access Site  
 DRAFT Development Plan B  
 August 2018



Michigan Department of Natural Resources - Forest Resources Division

# URBAN & COMMUNITY FORESTRY GRANT PROGRAM

*This information is provided by Authority of Part 5, 1994 PA 451, as amended,  
and the U.S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664.*

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## FISCAL YEAR 2019 APPLICATION AND INFORMATION PACKET

### APPLICATION DEADLINE:

postmarked by: **SEPTEMBER 21, 2018**

*This document available on our website at: <http://www.mi.gov/ucf>*

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### SUBMIT TO:

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
Urban and Community Forestry Program**

Mailing Address:

**PO BOX 30452  
LANSING, MI 48909-7952**

Street Address:

**525 W. Allegan St., 4<sup>th</sup> Floor  
LANSING, MI 48933**



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## **GENERAL INFORMATION**

The Michigan Department of Natural Resources (DNR), Urban and Community Forestry (UCF) Program in cooperation with the U.S. Department of Agriculture Forest Service (USFS) has established the Community Forestry Grants program. Federal funding is provided by the USFS, State and Private Forestry, UCF Program (CFDA 10.664).

Cost-share funds will be available to communities and organizations on a competitive basis for UCF projects in Michigan. A total of up to \$100,000 may be granted to eligible projects. This is a 1:1 cost share match program. Federal funds may not be used as part of the required match. Projects must be completed by **September 1, 2019**.

The purpose and objectives of this program include:

- providing financial assistance to communities and organizations to support UCF projects,
- building local community capacity to manage and care for trees through education and technical assistance,
- developing long-term street/park and community forestry plans and policies,
- promoting projects that assist communities in developing sustainable local tree management programs and policies,
- improving public awareness and understanding of the benefits of preserving and expanding community tree cover,
- promoting volunteerism and partnership between public, private and nonprofit organizations for public tree care,
- supporting innovative projects and partnerships that address UCF issues in Michigan,
- enhancing the technical skills of people involved in planning, managing or maintaining urban and community forests and,
- Promoting and celebrating Arbor Day, Tree City USA and related events.

## **FY 2019 COMMUNITY FORESTRY GRANT FUNDING PRIORITIES:**

Based on the total pool of applications received, up to \$100,000 in available funding may be distributed according to the following breakdown:

- o Management, Planning and Innovation projects **50%**
- o Education and Training projects **20%**
- o Arbor Day Celebration projects **5%**

**This is a reimbursement grant program. Federal grant monies awarded under this program will be paid only upon evidence of completion of approved projects.**

For additional information, visit the DNR's UCF web page at <http://www.mi.gov/ucf>, or contact:

**URBAN & COMMUNITY FORESTRY GRANT PROGRAM  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30452  
LANSING, MI 48909-7952  
517-284-5898**

## ELIGIBILITY INFORMATION

NOTE - Priority consideration will be given to first-time applicants and to those who have not received **any** DNR-administered UCF program grants in the last year.

### ELIGIBLE APPLICANTS:

Applications will be accepted from the following:

- local units of government (e.g. city, village, township, county, school district, public university, and other legal entities of local government)
- tribal governments
- non-profit organizations\* ([501(c)(3)] or other granted legal status)



**Individuals and private businesses are not eligible to apply but may partner with an eligible organization on a proposal.**

**\*Non-Profit information:** Non-profit organizations submitting applications must also:

1. Provide a copy of the IRS letter of determination indicating non-profit status.
2. Provide documented permission from the landowning authority (e.g. city forester, city manager etc.) where the project will be performed, if it is not your own. Lands owned by non-profit organizations and tribal lands are eligible for use, but applicants must submit a letter from the organization or tribe ensuring that the lands are open to the public for educational purposes.

### SUSPENDED AND DEBARRED PARTIES:

**\*Sec. 3016.35 Subawards to debarred and suspended parties.** Grantees and subgrantees must not make any award or permit any award (subgrant or contract) as any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." List of debarred parties

### LIMIT ON NUMBER OF PROPOSALS:

One application per category per organization.

### ELIGIBLE ACTIVITIES:

Several activities will be eligible for funding under the following categories:

1. Management, Planning and Innovation
2. Education and Training
3. Arbor Day Celebrations



**Maintenance projects (e.g., tree trimming, removal, etc.) are not eligible.**

Management, Planning & Innovation - Includes activities such as:

- street and park tree inventories
- community forestry management plans
- urban tree canopy (UTC) assessments
- tree ordinance development/revision
- tree protection plans
- street/landscape/arboretum designs and plans
- urban wood utilization
- purchase of tree inventory software (one time only)
- temporary staffing support (labor/admin, students/interns – 1yr max)

(Maximum grant request: \$20,000.00)

Education & Training - Includes activities such as:

- develop/host urban forestry related workshops
- purchase of educational and training materials/resources including books, videos, and brochures etc. focused on tree care, environment or natural resources themes
- registration expenses for worker training events
- initial costs associated with certification for in-house employee(s) by the International Society of Arboriculture (e.g. certified arborist)
- develop/host youth education programs/events
- develop/purchase tree ID tags, interpretive trail signage, etc.

NOTE - Educational products developed may be locally focused but ideally will have statewide or regional applicability and include a mechanism for information distribution.

(Maximum grant request: \$10,000.00)

Arbor Day Celebrations – Includes activities such as:

- Arbor Day tree planting (typically one tree)
- Arbor Day/Tree City celebration supplies/materials (brochures, pencils, stickers, awards etc.).
- School library books/materials related to trees, forestry, environmental or natural resource issues. All materials must be approved by the grant supervisor.

(Maximum grant request: \$500.00)

### HOW TO APPLY

Submit **one original and one copy** of the application by the deadline listed. Late and/or faxed applications will not be accepted. Application materials are available on the DNR's website or may be sent via mail upon request.

Applications should contain detailed information for the review committee to consider when rating your proposal. Items to include (as applicable):

1. Project Narrative
2. Budget
3. Attachments (e.g. site map, IRS determination, etc.)

**Narrative Information:**

Include statement of project purpose/need, goals, deliverables, anticipated results, and people involved/responsible with project as listed on the *Urban & Community Forestry Grant Application* (pg. 7).

**Budgetary Information:**

Applications must include the total project cost, grant amount request (no more than 50% of the total project costs), and the amount and type of matching funds (cash, in-kind contributions). Federal monies may not be used as matching funds. In-kind contributions such as in-house or volunteer labor costs, equipment usage, donation of goods, services, etc. should be identified.

Volunteer labor should be valued as follows:

Adults - \$20/hr.; Youths (up to age 16) - \$10/hr. Professional or technical services contributed by persons, or businesses may be valued at commercial/professional rates that are reasonable and customary but must be documented in writing by the donor.

Applicants that have an approved overhead/indirect rate from a cognizant federal agency may include indirect costs as part of their match portion. Proof of certification will be required. This amount will be limited to 20% of the grant funds requested.

All matching funds must be directly related to the proposed project and have been incurred within the grant period. Some acceptable sources of match include:

- salaries/wages and fringes
- contractor / consulting fees
- equipment (purchase, rental or donated, in-kind, etc.)
- supplies (i.e., trees, books, brochures, etc.)
- travel (current federal rate of \$.555/mile)
- delivery costs

The project budget breakdown should include information in a similar format to the example below:

**Project Title:** Community Street Tree Inventory

**Total Project Cost:** \$41,500

**Requested Grant Funds:** \$20,000

**Anticipated Matching Funds:** \$21,500

	<b>Grant Funds</b>	<b>Local Match</b>
<b>Personnel/fringes</b>		\$ 3,000
<b>Contracted</b>	\$20,000	\$11,000
<b>Supplies</b>		\$ 7,500
<b>Other</b>		
<b>Total</b>	<b>\$20,000</b>	<b>\$21,500</b>

**Budget Detail:**

Personnel – 150 hours @\$20/hr.  
 Contracted - consultant fees for inventory  
 Supplies – 3 computers, software and misc. other

Applicant must provide (when requested) quarterly, semi-annual and/or annual project reports. Project records must be available for audits for up to 3 years and site reviews for up to 5 years. Applicants must comply with all applicable state and federal requirements and regulations.

**REVIEW AND SELECTION PROCESS**

The application process is competitive. Proposals submitted for consideration will be reviewed by a grant review committee made up of DNR Forest Resources Division staff and members of the Michigan Urban and Community Forestry Advisory Council.

Reviewers will rate each proposal and formulate a recommendation to award or decline each. Awarded proposals may be funded at the requested amount or less at the recommendation of the committee. Final awards will be made by the DNR UCF program coordinator in consideration of the committee's recommendations.

Applications will be evaluated based on following criteria:

- completeness of application
- project/program goals and appropriateness
- project quality and technical merit
- budget accuracy

Project/program goals include responsiveness to stated Community Forestry Grant Program objectives (pg. 1).

Project quality includes completeness of application, well-defined project outcomes, short/long-term impacts, cost effectiveness, and proposed plan for continuation or maintenance of project beyond the grant period.

Budget accuracy will consider eligibility of requested funds (based on project category), adequate match and source.

In addition, several items related to statewide program administration may be considered including:

- likelihood that the proposed project will yield products/results that could benefit the broader Michigan UCF community
- likelihood that the proposed project will result in a community/organization/utility achieving or maintaining designation as a Tree City/Campus/Line USA
- geographic location in Michigan
- length of time since last grant award (if any)
- applicant past performance on grants

The DNR reserves the right to refine or alter these criteria at any time.

**GRANT AWARD & EXECUTION OF CONTRACT**

Grants will be awarded to the highest rated proposals, as determined by the review committee and the grant

supervisor, based on application comparisons and other program administration considerations listed above. Following the rating, each applicant will be notified of their status (award and allocation, or no award.)

Every effort is made to review and notify applicants as soon as possible. However, official notifications typically are not made for up to 2 months after the application closing date.

Grant recipients will receive grant documents for processing following the initial notification. In addition, grant recipients may be required to meet with DNR UCF program staff prior to beginning the grant to review and discuss project plans and activities.

Approved projects may begin only after all appropriate forms are signed and submitted by the grantee and countersigned by the DNR Grant Supervisor. Grant monies awarded will be paid ONLY upon evidence of

completion of project. Project must be completed by **September 1, 2019.**

Recipients must comply with all applicable state and federal regulations and requirements

**Projects receiving funds must acknowledge the support of the DNR, Urban and Community Forestry Program, and the USDA Forest Service, State and Private Forestry Program.**

The DNR, FRD reserves the right to withhold award of available grant monies.

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both state and federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact Forest Resources Division, Michigan Department of Natural Resources, PO Box 30452, Lansing MI 48909-7952, Telephone 517-284-5900

This publication is available in alternative formats upon request.

**APPLICATIONS FOR THE 2019 GRANT PROGRAM MUST BE POSTMARKED BY SEPTEMBER 21, 2018.**





Michigan Department of Natural Resources – Forest Resources Division

**URBAN AND COMMUNITY FORESTRY PROGRAM  
FISCAL YEAR 2019 URBAN AND COMMUNITY FORESTRY GRANT  
APPLICATION**



*This information is required by Authority of Part 5, 1994 PA451, as amended, and the U. S. Cooperative Forestry Assistance Act of 1978, CFDA 10.664, in order to be considered for a grant.*

Organization Name (Community or Organization)	Contact Person (Person responsible for all project correspondence)
Address	Email
City, State, Zip	County
Telephone (      )	Federal Employer Identification Number (FEIN): (This 9 Digit Number <b>Must</b> be Provided)

**TO BETTER HELP US DETERMINE EACH APPLICANT'S CAPACITY AND/OR LEVEL OF ASSISTANCE NEEDED TO DELIVER URBAN FORESTRY PROJECTS, PLEASE INDICATE WHICH OF THE FOLLOWING URBAN & COMMUNITY FORESTRY PROGRAM COMPONENTS YOUR COMMUNITY CURRENTLY HAS IN PLACE. (check all that apply)**

- Not Applicable (e.g. non-profit organization, educational institution, tribe, etc.)
- Current Street/Park Community Forest Management Plan (Provide copy of plan, or website link)
- Current Street/Park Tree Inventory or community-wide tree canopy assessment (Provide a summary or website link)
- Tree/Landscaping Ordinance (Provide copy or provide website link)
- Tree Board or Responsible Department (Provide Chair or primary contact person information)
- Current Tree City/Campus USA certification (view list at: <https://www.arborday.org/programs/treecityusa/directory.cfm>)
- Professional Staffing (Should be relevant to urban forestry, natural resources mgmt. or planning. May include consultants)  
TITLE: \_\_\_\_\_

<b>PROJECT BUDGET SUMMARY</b>  GRANT AMOUNT REQUESTED (no more than 50% of total project cost) \$ _____  MATCH AMOUNT (at least 50% of the total project cost) \$ _____  TOTAL PROJECT COST \$ _____	Estimated project starting date:
	Estimated projection completion date: (must be completed by 9/1/2019)

<b>PROJECT TYPE (Check ONLY one project type)</b>  <input type="checkbox"/> Management, Planning & Innovation (\$20,000 or less) <input type="checkbox"/> Education & Training (\$10,000 or less) <input type="checkbox"/> Arbor Day Celebrations (\$500 or less)	<b>TYPE OF APPLICANT (Check one)</b>  <input type="checkbox"/> Local Unit of Government <input type="checkbox"/> Non-Profit organization (must be designated as 501c3) <input type="checkbox"/> Educational Institution <input type="checkbox"/> Tribe <input type="checkbox"/> Other (specify)
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## PROJECT NARRATIVE

Answer the following questions as concisely as possible in the space provided **OR** attach a maximum of 3 separate pages

A. Describe the purpose and objectives of the project you are proposing (i.e. why are you undertaking this project, what is the need?)

B. Describe specific project outcomes and deliverables anticipated (i.e. what will be the major accomplishment(s) from this project?)

C. Describe your strategy/timeline for completing the project. Be sure to include specific steps and preplanning info (e.g. preliminary designs, quotes, estimates, etc.)

D. Please list the names and responsibilities of key individuals and organizations involved with the project.

E. Upon completion of your project, what plans do you have (if any) to continue, maintain, update or assess it?

## BUDGET INFORMATION

A budget chart must be included (see sample budget on pg. 3). Budget detail must specify total project costs, grant amount requested and matching funds. Grant amount request may be no more than 50% of the total project costs. Budgets must identify matching funds (cash, value of in-kind contributions etc.). Matching funds may not be federal and must be directly related to proposed project.

In-kind contributions include in-house or volunteer labor costs, goods and services. Volunteer labor should be valued as: **Adults** at \$20/hr., **Youths** up to age 16 at \$10/hr. Professional or technical services contributed by consultants, businesses or companies should be considered in-kind match valued at commercial/professional rates that are reasonable and customary and must be documented in writing by the donor.

Some acceptable sources of match may include:

- Labor (in-house, volunteer, contract)
- Program administration (up to 20% of requested grant funds)
- Equipment (rented, in-house, purchased)
- Supplies (i.e., books, brochures, tools, mulch, food, etc.)
- Facility rental fees
- Travel / Delivery costs
- Donations
- Tree Maintenance (1<sup>st</sup> yr. estimated costs only)

**EXAMPLE BUDGET CHART** (attach separate budget sheet as needed)

Project Title: \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

Expenses	Requested Grant Funds	Match	Budget Detail
Personnel/Fringe	\$ _____	\$ _____	_____
Overhead	\$ _____	\$ _____	_____
Volunteer	\$ _____	\$ _____	_____
Travel	\$ _____	\$ _____	_____
Equipment	\$ _____	\$ _____	_____
Supplies	\$ _____	\$ _____	_____
Contractual Services	\$ _____	\$ _____	_____
Other	\$ _____	\$ _____	_____
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>	_____

Do you have written permission from the landowner (if applicable)?  
 Yes, provide copy  No, (a copy is required prior to beginning)

\*Non-Profit Organizations: Have you attached a copy of IRS determination indicating non-profit status?  Yes  No

Are you currently debarred or suspended from participation in Federal Assistance Programs? (See page 2)  Yes  No

*As designated representative of above-named Applicant, I hereby agree to implement this project according to the application and to abide by the provisions of the Community Forestry Grant Program, including compliance with all applicable federal and state laws and regulations.*

Applicant's Designated Representative (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATIONS MUST BE POST MARKED BY SEPTEMBER 21, 2018**

**DO NOT ENCLOSE MATERIALS IN FOLDERS OR BINDERS.**

Please return completed application (original and two signed copies) to:

Mailing Address:

Street Address:

**URBAN & COMMUNITY FORESTRY GRANT PROGRAM  
 MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
 PO BOX 30452  
 LANSING, MI 48909-7952**

**URBAN & COMMUNITY FORESTRY GRANT PROGRAM  
 MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
 525 W ALLEGAN STREET  
 LANSING, MI 48933**

## APPLICATION CHECKLIST

Use the following checklist to ensure that your grant application is complete.

- Have you included a total of two copies of the application (one original, one copy)?
- Did you provide the required contact information (including FIN#) and answer all questions on the application?
- Did you include copies of any quotes or bids you received for the project? (*as applicable*)
- Have you verified budget figures and correctly calculated the required matching funds?
- Did you provide copies of any Urban Forestry Program components as described on page 1? (*as applicable*)
- Have you obtained written approval from landowners? (*as applicable*)
- Have you obtained all necessary required signatures?
- Are there any letters of support that you would like to include? (*not required*)
- Have you attached a copy of your IRS Letter of Determination? (*nonprofit organizations only*)

Questions? Contact Kevin Sayers, Urban Forestry Coordinator, Michigan DNR, at (517) 284-5898 or [sayersk@mi.gov](mailto:sayersk@mi.gov)