**Outdoor Recreation Grant Program**

###### 2012 APPLICATION INSTRUCTIONS

Please read the application carefully to be sure that you have completed it in accordance with the instructions provided. Applicants may utilize the form provided for each item presented in the application or reproduce it in the same format. Applications that are completed correctly will receive points in the ranking process. For example, maps and building plans must contain all of the information requested in the application to receive ranking points. Please do not send your applications in binders, folders, or other plastic – a simple clip is enough. **Use Item 1 – Application Summary** as your cover sheet.

These programs are very competitive. Staff members are available to discuss your project or review application materials. You are encouraged to submit any draft application or materials by March 1st if you would like staff to provide comments.

*For assistance, please contact*

Joe Hiller 651/259-5538 joe.hiller@.state.mn.us

Audrey Mularie 651/259-5549 audrey.mularie@.state.mn.us

DNR Information Center: 1-888-646-6367 (Outside of the Metro Area)

 651/296-6157 (Metro Area)

**You may now submit your completed application either by mail or electronically.**

**By mail: Submit your application (extra copies are no longer required) to:**

Local Grants Program

Department of Natural Resources

Division of Parks and Trails

500 Lafayette Road, Box 52

St. Paul, Minnesota 55155-4052

**Applications must be received or postmarked by March 30, 2012**

**Electronically: Send a .pdf version of your application to Joe or Audrey at the email address above. Have them confirm that your application has arrived in a useable form by the March 30, 2012 deadline.**

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Attachment A Sample Appraiser Engagement Letter

**ITEM 1 - APPLICATION SUMMARY**

**2012 Outdoor Recreation Application**

|  |
| --- |
| **Applicant Information:** |
| Applicant Organization:  |  |
| Contact Person: |  |
| Title: |  |
| Mailing Address: |  |
| Phone: |  |
| E-mail address: |  |
| **Park Information:** |
| Project Name: |  |
| County: |  |
| Existing Park Acreage: |  |
| **Proposed Activities with this Application:** |
| Acres to be purchased: |  |
| Facilities to be developed or redeveloped: |
|  |
| **Financial Information:** Match is the required minimum percent of the total project cost that must be contributed by the applicant. See Item 6 below for the type of match allowed. |
| Total Project Cost: | $ |
| Program | Grant Request | Match |
| Outdoor Recreation Minimum Match 50% | $ | $ |

## ITEM 2 - PROJECT NARRATIVE

Provide a one-page description of your project.

1. Describe the park history. Include the date the park was established, list all existing structures and facilities such as trails and parking lots, and the year they were built.

2. Describe what recreation facilities will be developed or rehabilitated and any lands that will be acquired.

3. Describe your region’s need for these facilities and how they will complement existing recreation facilities.

**ITEM 3 - PROJECT SITE EVALUATION**

All applicants must prepare and submit a Project Site Evaluation using the format shown below. 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 area.

The following sources of information may be helpful in completing the evaluation:

**Endangered Species:**

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 [www.dnr.state.mn.us/ets](http://www.dnr.state.mn.us/ets).

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 may be obtained from your DNR Regional Office.

**Wetlands:**

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. It is very important, therefore, that the project site evaluation identify all possible wetlands impacts of the proposed project. This will help in determining whether any changes in project scope or design may be required or whether mitigation measures must be undertaken. 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 - FORMAT**

Please prepare a project site evaluation using the following format and subject categories. Try to address all of the points covered under each category and be as specific as possible. 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.

**I. Description of the Environment and the Environmental Impact of the Proposed Project**

A. Present Land Use: Describe the present land use of the proposed project site. Is the property to be acquired a high priority inholding or addition crucial to the use of, ecological integrity of, or access to an existing natural or scenic area? Address any other impacts the proposed project may have on the present land use of the project site or adjacent lands.

B. Environmental Intrusions: Describe all man-made developments on, above, below or adjacent to the proposed project site, including buildings, utility poles and lines, roads, driveways, pipelines, sewer and water lines, fences, ditches, bridges, billboards, railroad tracks, and related structures or facilities. Explain how these intrusions, if any, might affect the use, protection, and enjoyment of the proposed project site and what measures will be taken to minimize any adverse impacts. 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.

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.

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.

E. Water 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.

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.

G. 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 impacts on adjacent land uses or land owners.

H. Historical and Archeological Significance: Describe the type and location of any known historical or archeological features within or adjacent to the proposed project site. Indicate, if known, whether any of these features are registered or eligible for nomination to the State or National Register of Historic Places. Describe any likely impacts on these historical and archeological features that would result from the proposed project.

I. Transportation: Describe the likely impact of the proposed project on vehicular traffic within and adjacent to the proposed project site, including whether the project will result in any additional road building or rerouting, closing, or upgrading of existing roads. Describe the impacts of these activities on the proposed project site and adjacent areas. Indicate, also, whether the proposed project site will be served by mass transit or other forms of public transportation.

### II. Description of the Proposed and Future Management Activities

A. Land Management and Protection: Discuss the proposed size of the area and what impacts that may have on the ability to properly protect the site and its resources. Address the potential for acquiring control over adjacent land uses that might otherwise adversely affect the property. What long term management measures will be employed on this property and adjacent lands to ensure that future generations will continue to enjoy the natural amenities (such as, restoration efforts, exotic species control, etc). Discuss specific protection measures that are either in place or planned (such as zoning or other land development restrictions, etc.).

B. Public Access:

 1) Describe what public access and use is planned for the site. Discuss any design or programming elements that will be employed to increase access to previously underserved groups such as children, elderly, low income, minorities, or persons with physical disabilities.

**ITEM 4 – EFFICIENCY OF DESIGN AND MATERIALS**

In accordance with Minnesota Statutes, this program encourages facility design and use of materials that are low maintenance, energy efficient and environmentally sensitive.

1. Describe how your design and material selection for the proposed project will result in greater durability, resistance to vandalism and/or lower long-term operation and maintenance costs.
2. Describe how your design and material selection for the proposed project will result in reduced energy use, reduced water use, use of recyclable and recycled materials, and/or similar measures to reduce environmental impacts.
3. Does your project include any renewable energy such as wind or solar components?

4. If any emerging technologies will be employed, will interpretive materials be provided to educate visitors about them?

## ITEM 5a - COST BREAKDOWN

## Land Acquisition

Identify the land to be acquired, state the number of acres and the total cost from the appraisal for each parcel. Also, include the expected acquisition date. Your application must include a current self-contained appraisal report for each parcel to be acquired with this grant. The appraisals must conform to the standards as described in Item 10 - Property Deed or Appraisal(s).

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| --- | --- | --- | --- |
| **Parcel Identification Number or location** | Acres | **Appraised Value** | **Expected Acquisition Date** |
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|  | Total | **$** |  |

## ITEM 5b - COST BREAKDOWN

## Development

Identify each recreational facility being proposed for funding. Provide a quantitative description of the facility (linear feet, dimension of structures, number of components, etc.), the total estimated cost and the expected completion date for each.

Be sure your proposed development will comply with the accessibility guidelines listed in **Item13 -** Statement of Accessibility. At least 50% of all tables, fire rings and benches must be accessible.

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| --- | --- | --- | --- |
| **Facility** | Description | **Estimated Cost** | **Expected Completion Date** |
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|  |  |  |  |
|  | Total  | **$** |  |

## ITEM 6 - APPLICANT MATCH

Provide detailed information on the match including the amount and source of matching funds. Matching funds can include the value of materials, labor and equipment provided by the local sponsor or donations. Donations must be documented with a letter indicating the donation and its dollar value. The local match must equal or exceed 50% of the total project cost identified in your cost breakdown.

The required match should either be in place or should be attainable within a reasonable period following notification of the grant award. Grant funds that are tied up for lengthy periods, or projects that are canceled, result in inefficient use of scarce grant resources.

## ITEM 7 - APPLICANT’S RESOLUTION

BE IT RESOLVED that act as legal sponsor for the (Applicant)

project contained in the Outdoor Recreation, Regional Park and/or Park Legacy Application to be

submitted on and that is hereby (Day, Month, Year) (Title of Authorized Official)

authorized to apply to the Department of Natural Resources for funding of this project on behalf of .

 (Applicant)

BE IT FURTHER RESOLVED that has the legal authority

 (Applicant)

to apply for financial assistance, and financial capability to meet the match requirement and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that has not incurred (Applicant)

any development costs described on Item 5b and has not entered into a written purchase agreement to acquire the property described on Item 5a.

BE IT FURTHER RESOLVED that upon approval of its application by the state,

 may enter into an agreement with the State of Minnesota

 (Applicant)

for the above-referenced project, and that certifies that it will (Applicant)

comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for outdoor recreation uses into perpetuity.

NOW, THEREFORE BE IT RESOLVED that is hereby (Title of Authorized Official)

authorized to execute such agreements as are 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 on .

 (Applicant) (Date)

SIGNED: WITNESSED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature) (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Title) (Date) (Title) (Date)

## ITEM 8 - PROJECTED OPERATION AND MAINTENANCE COSTS

**Estimate the projected maintenance and operations costs for the proposed facility for the time periods outlined below.** In developing these estimates it is important to consider not only the routine costs (such as labor, materials, utility costs and equipment costs), but also periodic major repairs or preventive maintenance (such as seal coating or replacement of plumbing, lighting, aglime, turf, etc.).

Each applicant should assess the particular needs of their specific project. It is not sufficient to simply reference the overall park and recreation budget and suggest that the operations and maintenance costs for the proposed project are somehow covered within that budget**.** You will be expected to have made a careful, thorough assessment of the specific cost impact of the proposed project. Cost estimates may be explained in a narrative or table format. However, actual dollar figures must be included for each identified cost.

These estimates should be made available at the public hearing (see Item 9).

I. Time Period:

The time period needs to be long enough to reflect the ongoing operation and maintenance costs, future repairs and preventive maintenance measures for the proposed project. Provide an estimate for each of the following time periods.

- Annually

- Every 3-5 years

- Every 10 years

- Every 20 years

II. Cost Factors:

Depending on the type of project proposed, estimates should be made for:

- Utility costs - Repair and replacements

- Grounds keeping - Vandalism

 - Waste management - Vehicle costs

- Services - Others (?)

III. Inflation:

Factor in reasonable inflation rates into the estimate.

## ITEM 9 - PUBLIC HEARING

A minimum of onepublic hearingmust be held to obtain citizen input on this proposed grant application. A regular park board, city council, town board or county board meeting is not considered a public hearing unless the meeting, or a portion of the meeting, was specifically noticed and identified as a public hearing.

 The hearing must be held prior to, but not more than, 18 months before the submission of the application**.**  Notice of the public hearing must follow the applicant’s normal public hearing notice requirements and specifically mention the proposed grant application. Please attach a copy of the legal requirements for your public notification process and evidence that they were followed.

A copy of the public notice and the minutes from the hearing must be submitted with your application. The minutes should reflect that the following information was provided at the hearing:

 - Project scope and the type of activities involved

 - Implementation schedule

 - Overall cost and the proposed financing for the project

 - Costs to be assessed to community residents

 - Other associated project costs such as maintenance expenses, etc.

**ITEM 10 - PROPERTY DEED OR APPRAISAL(S)**

**For All** **Projects:** Include a legal description or copy of the deed(s) to all lands within the existing park boundary. If this boundary differs from the boundary show in ITEM 17 – Recreational Site Plan, please explain here.

**For Acquisition** **Projects**: Include a current self-contained appraisal report for each parcel listed in your Cost Breakdown. Appraisals must have an effective date within 13 months of the application deadline. Appraisals must be performed by a qualified licensed appraiser and meet the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA). The appraisal must include the DNR and the National park Service as intended users and the landowner or designated representative must be given an opportunity to accompany the appraiser during the inspection of the property.

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.

To ensure the appraiser you hire understands the appraisal requirements, we suggest you use the sample engagement letter provided in Attachment A.

**All grant agreements** will require the project sponsor to record a condition with the deeds to all lands owned by the applicant within the park. The condition is to ensure that the property shall be permanently managed and maintained for outdoor recreation purposes consistent with the approved grant agreement and that the property will not be converted to any uses other than those permitted in the grant agreement without the prior written approval of the State. The specific language for the condition will depend on the funding source and will be stated in the grant agreement.

## ITEM 11 – AVAILABILITY FOR PUBLIC USE

This grant program makes use of public funds to assist communities with park projects. Therefore, 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, athletic facilities, and playgrounds and other structures. For campground facilities, a minimum of 50% of the campground spaces must be available for short-term rental and an equitable method of allocating long-term rentals shall be used. No fixed improvements such as decks, porches, or signs are allowed.

State the specific hours of operation 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 local sports organizations, clubs or city programs for the use of the facilities including league play and tournaments. Explain how this may impact facility availability to the general public.

**ITEM 12 - PERMITS**

**Wetlands and Public Waters Permits**

Development or alteration of shoreline adjacent to rivers, streams, lakes, and other public water bodies may require a written permit issued by the Minnesota Department of Natural Resources (DNR). In addition, projects involving work within waters and wetlands may require a permit from the U.S. Army Corps of Engineers (COE). The following types of projects may require a permit:

* swimming beach development or enrichment
* boat or canoe launch ramps
* seasonal or permanent docks/piers
* wetland drainage or impoundment
* riprap or bank stabilization
* vegetation removal
* dredging or filling
* adding or removing plant materials in protected waters below the ordinary high water line(DNR Fisheries permit)

The only way to determine whether a waters permit is required is to contact both the DNR and the COE directly. Please provide your project information to the permitting agencies at least 30 days before you submit your project**.** Ask them to send you a letter with their decision. **A copy of your letter must be submitted with the application and if received by the application deadline, a copy of their response.** Their response should be forwarded as soon as possible if received after the application deadline.

Contact Information

[U.S Army Corps of Engineers Regulatory Functions](http://www.mvp.usace.army.mil/regulatory)

[Department of Natural Resources: Public Waters Work Permits](http://www.dnr.state.mn.us/waters/watermgmt_section/pwpermits/requirements.html)

**Recreational Camping Areas**

# Campgrounds must comply with 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](http://www.health.state.mn.us/divs/eh/mhprca/rcagenreq.html). You 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.

## ITEM 13 - STATEMENT OF ACCESSIBILITY

Recipients must comply with the Americans with Disability Act (ADA). For each facility you propose to develop or rehabilitate, describe in detail how it will be made accessible. In addition, all critical components of the park must be made accessible even if they are not part of this application proposal. Critical components include, but are not limited to parking, restroom, drinking fountains and accessible routes to all facilities. **This program requires all access routes to be a minimum of 5 feet wide.**

This section is an important factor in selecting those applications that will be awarded grants. Applications that do not give enough information to determine the degree of accessibility typically do not rank high enough for funding. If you use outside contractors, be sure they are aware of the accessibility requirements.

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 [http://www.access-board.gov](http://www.access-board.gov/).

**1. Americans with Disabilities Act (ADA), Americans with Disability Act Accessibility Guidelines for Buildings and Facilities (ADAAG).**

The amended accessibility guidelines include a new section 15 that provides standards for recreation facilities such as boating and fishing facilities, golf and swimming pools. Also included in the new amended guidelines, is a definition of “Area of Sport Activity” and requirements for accessible routes to the area of sport activities and sport courts.

**2. Regulatory Negotiation Committee Final Report on Accessibility Guidelines for Outdoor Developed Areas.**

Until incorporated into the ADAAG standards, the final report for outdoor developed areas should be used for designing recreational facilities such as campgrounds, picnic areas, trails, and beaches.

**3ADA Accessibility Guidelines (ADAAG) for Play Areas 2000.**

These guidelines should be used when developing or renovating playgrounds.

## ITEM 14 – USGS TOPOGRAPHICAL MAP

A United States Geological Survey (USGS) map or similar topographical map at a scale of 1:24,000 is required for all projects (an aerial photo without topographic lines is not sufficient). Outline the proposed park boundaries on this map

**ITEM 15 -** **LOCATION MAP**

Provide a location map that shows how to drive to your park. Please provide written directions with your map.

## ITEM 16 - RECREATIONAL SITE PLAN

A site plan is required for all projects. This site plan must clearly identify the acquisition and/or development proposed for the project. The plan should include enough detail to determine design details such as facility orientation and layout, accessibility, etc. All plans must include the following:

- Title "Recreation Site Plan" and the project name

- Location of all recreation and support facilities

- Access routes connecting each facility

- Entire park property and all adjacent land uses

- All lakes, rivers, streams and wetlands

- Acreage of the park and/or each parcel to be acquired

- Legend including a north direction arrow, graphic bar scale, county and date

500 Feet

250

0

Graphic Bar Scale example:

A Text Scale such as 1” = 500’ is not acceptable.

The site plan must be signed and dated by the applicant.

If your proposal includes development or redevelopment of a playground or skate park, a separate plan must be submitted in addition to the site plan (see Item 19).

Color Coding

 **Red** - Delineate the boundary of the park. This should coincide with the area described in Item 10 - Property Deed or Appraisal(s) and should include all contiguous lands currently owned by the applicant and managed for public recreation.

 **Green -** Existing facilities that will remain.

 **Yellow** - Highlight all proposed acquisition and proposed facilities.

 **Blue** - Highlight any future acquisition and future facilities.

The site plan is used to evaluate the design and accessibility of your project. These are both critical factors in selecting projects for funding.

## ITEM 17 - BUILDING AND TRAIL PLANS

### **Building Plans**

Building plans are required for all structures identified in the proposed development and must include the following:

- Front and side views.

- A floor plan with all dimensions.

- A proposed materials list.

- The specific facilities that will be accessible to persons with disabilities (toilet, sink, etc.).

When preparing your building plans, make certain that the engineer or consultant is aware of the accessibility standards of this grant program (see Item 14 – Statement of Accessibility). Any facility constructed, as part of the proposed project that does not meet the standards will have to be renovated before receiving any grant funds.

Common accessibility requirements overlooked during the design and construction of a facility include the following:

-Accessible route (width, slope and surface)

-Level entrance, correct door hardware and sufficient clear floor space

-Height of counters, telephones, hand dryers, towel dispensers, etc.

-Accessible water faucets and drinking fountains

-Standard accessible restroom stall space (at least 5' x 5')

-Accessible picnic tables and grills

**Trail Plans**

Trail plansare required for projects that include the development of any type of trail and should include the following:

- A typical cross section of the trail.

- The trail width, surfacing and base materials

For the purposes of this grant program a multipurpose trail should be designed to a minimum 8' width. In some cases this minimum width may not be adequate and a width of 10' or more may be appropriate. All access routes must be a minimum of 5 feet wide.

## ITEM 18 - PLAYGROUND PLANS AND SKATE PARK PLANS

#### 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 should be designed using the [Americans with Disabilities Act (ADA) Accessibility Guidelines for Play Areas](http://www.access-board.gov/play). Applications that do not include enough information to determine the degree of accessibility typically do not rank high enough for funding.

The plan must:

* 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.
* Indicate which components are ground level and which are elevated.
* Highlight in yellow all accessible components.
* Identify all type(s), depth(s) and location(s) of the fall-protection surfacing.
* Highlight in green all accessible surface areas.
* Include a graphic bar scale and north direction arrow.
* The playground plan must be signed and dated by the applicant.

The playground must be built according to the plan provided if a grant is awarded.

Skate Park Plans

Skate Park plansare required for projects that include the development of any type of skate park and should include the following:

* Show boundary of the skate park area.
* Layout of the skate park components.
* Height and type of each skate park component.
* Include a graphic bar scale and north direction arrow.
* The skate park plan must be signed and dated.

Attachment A

Sample 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 Acquisition (UASFLA) for the Outdoor Recreation Grant Program>> or the <<Uniform Standards of Professional Appraisal Practice (USPAP) for the Regional Park and Park Legacy Grant Program.>> (insert for the appropriate program)

In addition to <<Applicant Name>>, the State of Minnesota (and the National Park Service – if using UASFLA standards) must be named as an intended user. You understand that the appraisal report must be self-contained and may need to be reviewed and approved by these entities. 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 <<\_\_\_>> original copies (must provide enough copies to insure that the DNR Local Grants Unit gets 1 original) of the completed appraisal report. 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 by 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_