# Park and Trail Legacy Grant Program

**MNDNR Application**

The Greater Minnesota Regional Park and Trail Commission (GMRPTC) has recommended your project for funding from the Parks and Trails Fund. The projects will be administered by the Department of Natural Resources (DNR) through the Parks and Trails Legacy Grant Program under MN Statues [85.535](https://www.revisor.mn.gov/statutes/cite/85.535). The application received and recommended by the Commission will be incorporated into the final application needed by the DNR to process a grant contract for your project. Please complete the required information and submit it to your DNR contact person. A grant contract cannot be processed until we have all required documentation.

Park Grant Contacts:

Audrey Mularie, Grant Specialist Coordinator, Southern Minnesota, North Metro
audrey.mularie@state.mn.us  or 651-259-5549

Mai Neng Moua, Grant Specialist Coordinator, Northern Minnesota, South Metro
mai.n.moua@state.mn.us  or 651-259-5638

Trail Grant Contact:

Dan Golner, Trail Recreation Program Coordinator, 651-259-5599
Daniel.Golner@state.mn.us

**Do not incur any project costs until after a grant contract has been processed for your project.** Any project costs incurred prior to the start date of the grant contract will not be eligible for reimbursement. Projects involving ground-disturbing development may not begin until the State Historic Preservation Office (SHPO) has issue a letter stating no historical/archeological resources will be harmed by the project.

A Parks and Trails Legacy Reimbursement Manual and required forms will be provided to you for use in requesting reimbursement of your grant. Payment of grant funds to the Grantee is by reimbursement only. The Grantee must initially pay project expenses which are then reimbursed under the terms of the grant contract. Ten percent of the grant funds will be retained until a final inspection has been completed.

Funding for these grants is provided through the Minnesota Parks and Trails Fund, which constitutes a portion of the dedicated sales tax revenue resulting from the Clean Water, Land and Legacy constitutional amendment approved by voters in 2008. **The dedicated money under this amendment must supplement traditional sources of funding for these purposes and may not be used as a substitute.**

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## Required for all projects:

***APPLICATION SUMMARY***

**Applicant Information**

Name of applicant: **Click here to enter text.**

Name and title of contact: **Click here to enter text.**

Address: **Click here to enter text.**

City: **Click here to enter text.** State: **Click here to enter text.** Zip: **Click here to enter text.**

Phone: **Click here to enter text.** Email: **Click here to enter text.**

**Park/Trail Information**

Park/Trail Name: **Click here to enter text.**

County: **Click here to enter text.**

Existing Regional Park Acres: **Click to enter amount.**

Existing Regional Trail Miles: **Click to enter amount.**

**Legacy Project Outcomes (Complete all that apply with this project)**

Regional Park developed or restored: [ ]

Acres of Regional Park land to be acquired: **Click to enter amount.**

New Regional Trail miles developed: **Click to enter amount.**

Miles of Regional Trail restored or improved: **Click to enter amount.**

Miles of Regional Trail acquired: **Click to enter amount.**

Regional Trail head facilities developed: [ ]

Number of Regional Trail bridges/culverts developed or restored: **Click to enter amount.**

Plan developed: [ ]

Number of programs created or administered: **Click to enter amount.**

**Financial Information**

Grant Amount (GMRPTC Award): **Click to enter amount.**

Match Amount (Required GMRPTC match): **Click to enter amount.**

Total Project Cost (Grant and required match): **Click to enter amount.**

Match Description (Must be a cash match): Provide source and if committed or pending.

## Click here to enter text.

## COST BREAKDOWN

**Development:** Contingency and mobilization costs are not eligible. Design/Engineering costs in excess of 10% for park projects and 20% for trail projects of the total project construction cost are not eligible. These costs should be based on the costs submitted and approved in your application to the GMRPTC or an appraisal for land acquisition.

Enter information in the table(s) below.

|  |  |  |  |
| --- | --- | --- | --- |
| Facility(e.g. picnic area, campground) | Description(linear feet, dimensions, material used, number of components, etc.) | Estimated Cost | Expected Completion Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  |  |  |

**Land Acquisition (if applicable)**

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

## 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?

**Click here to enter text.**

## LOCATION MAP

Provide a map that shows the location of the park or trail within your community. 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. (Parking facilities must be developed to serve newly acquired areas within 12 months).
* Location of all existing and planned recreation and support facilities such as restrooms, shelters, and potable water.
* 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:

500 Feet

250

0

**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
* BlueFuture acquisition, development and/or trail extension

## HISTORIC PRESERVATION OFFICE REVIEW LETTER

The State Historic Preservation Office (SHPO) must be contacted to review your project to determine if the site is a potential location for historical or archeological findings. If SHPO determines that a survey is required, the survey would need to be completed prior to any site disturbance for development projects and prior to the final reimbursement of the grant funds for acquisition projects.

For review of your project, complete and send the [Request for Project Review form](https://mn.gov/admin/shpo/protection/review/submit/) and required documentation directly to the State Historical Preservation Office:

Please direct your correspondence to and copy your DNR contact person:

Sarah Beimers, Environmental Review Program Manager

[State Historic Preservation Office](https://mn.gov/admin/shpo/)

Administration Building #203

50 Sherburne Avenue

St. Paul, MN 55155

*\*Expect the review to take at least 30 days.*

Submit a copy of the SHPO Review Letter with your DNR application.

### *NATURAL HERITAGE INFORMATION SYSTEM*

Review of your project by the DNR's Endangered Species Environmental Review Coordinator is required to determine if there are any state-listed endangered, threatened, or special concern species; rare plant communities, or other rare or sensitive ecological resources that may be affected by the project. You will need to provide the information requested on the form to the Natural Heritage and Non-game Research Program for review available at this [link](http://files.dnr.state.mn.us/eco/nhnrp/nhis_data_request.pdf). Submit a copy of the Review Coordinator’s response. Expect a 3-4 week turn-around time.

If a review has been completed for a prior project on this property within the last year, you may submit the previous letter and reports.

### *WATER AND WETLANDS PERMITS*

Development or alteration of shoreline adjacent to rivers, streams, lakes, and other public water bodies and wetlands may require written permits. Evidence of compliance with water and wetland regulations must be submitted including a determination as to if a permit is required or not required for your project. This [link](http://www.dnr.state.mn.us/permits/water/index.html) will provide general information related to permit requirements.

Submit a copy of the letter of determination if permits are required or not for your project.

If a permit is required, this [link](http://www.dnr.state.mn.us/mpars/index.html) will take you to an online joint application process when DNR, Board of Water and Soil Resources and U.S. Army Corp of Engineer permits are needed. Permits will need to be submitted prior to work on your project.

### *ENVIRONMENTAL ASSESSMENT STATEMENT (EAS) CHECKLIST*

Completion of an Environmental Assessment Statement (EAS) is required for every project**.** The EAS will provide information necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the area.

## Required for trail projects:

## MN Environmental Quality Board ( EQB) Review Rules

Projects need to be evaluated for applicability of environmental review under Minnesota Rules, [Chapter 4410](https://www.revisor.mn.gov/rules/?id=4410). Mandatory Environmental Assessment Worksheet (EAW) categories are described at Minnesota Rules, [4410.4300](https://www.revisor.mn.gov/rules/4410.4300/). Exemptions from environmental review are described at Minnesota Rules, [4410.4600](https://www.revisor.mn.gov/rules/4410.4600/). In addition, EAW is warranted when a project is not exempt under part [4410.4600](http://www.revisor.leg.state.mn.us/arule/4410/4600.html), and when a governmental unit with approval authority over the proposed project determines that, because of the nature or location of a proposed project, the project may have the potential for significant environmental effects, either in response to a petition or otherwise (MN Rules [4410.1000](https://www.revisor.mn.gov/rules/4410.1000/), Sub. 3A).

Submit a letter from the local RGU (responsible governmental unit) officially making the determination that your project can proceed and is in compliance with all EQB rules is required. This letter must identify which exemption(s) and how your project qualifies for this exemption and how this determination was made.

## Land Approval Certification

Submit a [Certification Form](http://files.dnr.state.mn.us/assistance/grants/recreation/grantee_forms/required_cert_form.docx) signed by all administrators of public land crossed or utilized by the trail project providing approval of the trail proposal and agreeing to provide assistance to seek formal authorization. If a leased, permit or easement is required, it must be for a minimum of 20 years.

## Required for land acquisition projects:

## APPRAISAL(S)

Appraisals must be performed by a general real property appraiser licensed by the State of MN and meet the Uniform Standards of Professional Appraisal Practice (USPAP). 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.

# Sample Appraiser 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 Standards of Professional Appraisal Practice (USPAP). In addition to <<Applicant Name>>, the State of Minnesota must be named as intended user. 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 of the completed appraisal report and an electronic file of the report in PDF format that will be submitted to the DNR. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Environmental Assessment Statement (EAS)**

An EAS is required for your project by the Department of Natural Resources (DNR) prior to completing the grant contract. The EAS information is necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the area and whether any measures must be undertaken to mitigate these impacts. In some cases, the EAS may provide information that may result in some modifications to the project scope or design or inclusion of special conditions in the grant contract. It is very important, therefore, that the EAS be completed carefully and that all pertinent information be supplied.

*The following may be helpful.*

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 EAS 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 Department of Natural Resources. Questions regarding implementation of the "no-net-loss" policy and identification of wetlands may be directed to the Ecological Resources, Minnesota Department of Natural Resources, (651) 259-5125.

Please prepare the EAS using the following format and complete the following EAS Checklist Form. Attach additional information as necessary and reference accordingly.

Project Description:

**Click here to enter text.**

What would be the overall consequence/impact of not completing the proposed activity?

**Click here to enter text.**

What alternatives exist to the proposed activity?

**Click here to enter text.**

|  |
| --- |
| **EAS Checklist** **SOCIAL, ECONOMIC AND ENVIRONMENTAL IMPACTS** |
| **ISSUES** | **QUESTION** | **ANSWER** | **DEGREE OF IMPACT** |
|  | **WILL THE PROJECT…?** | **YES** | **NO** | **?** | **IMPACT DESCRIPTION OR PAGE REFERENCE FOR ALL “YES” ANSWERS** |
| Access Control | Change access to property?(Close, change location, make a one way) |  |  |  |  |
| Accessibility | Assist persons with disabilities in the design of facility, sidewalk, curb or gutter? |  |  |  |  |
| Air Quality | Degrade air quality? |  |  |  |  |
| Bicycle and Pedestrians | Impact bicycle and/or pedestrian movement? |  |  |  |  |
| Bridge | Involve a bridge replacement over water? |  |  |  | If yes, have you contacted the appropriate water authority? |
| Construction Impacts | Cause construction impact? (Erosion, noise, air, vibration, etc.) |  |  |  |  |
| Controversy | Have controversy or be likely to cause controversy? |  |  |  |  |
| Endangered Species | Impact any endangered or threatened species of special concern due to the project location or design?  |  |  |  |  |
| Energy Impacts | Have major energy implications? |  |  |  |  |
| Erosion | Involve major soil disturbance (depth and volume) or have erosion potential due to landform, wind patterns or water volume? |  |  |  |  |
| Excess Materials | Involve disposal of excess material outside planned construction limits? |  |  |  |  |
| Farmlands | Require any right-of-way? |  |  |  |  |
| Floodplain | Cross or lie adjacent to any floodplain area? |  |  |  | If yes, have you contacted the appropriate water authority? |
| Groundwater, Geology, Earthborne | Impact groundwater, geology, or cause earthborne vibrations? |  |  |  |  |
| Hazardous Wastes | Involve a bridge replacement over water, former disposal or storage site, or hazardous materials route? |  |  |  |  |
| Historical, Archeological, Cultural | Impact any structures developed prior to 1950? Require excavation/regrading? |  |  |  |  |
| Land Use | Inconsistent with local and regional use plans? |  |  |  |  |
| Minerals | Impact commercial minerals and/or peat resources present? |  |  |  |  |
| Noise | Impact noise sensitive receptors? |  |  |  |  |

|  |
| --- |
| **SOCIAL, ECONOMIC AND ENVIRONMENTAL IMPACTS** |
| ISSUES | **QUESTION** | **ANSWER** | **DEGREE OF IMPACT** |
|  | **WILL THE PROJECT…?** | **YES** | **NO** | **?** | **IMPACT DESCRIPTION OR PAGE REFERENCE FOR ALL “YES” ANSWERS** |
| Right-of-Way (R/W) | Require any R/W? (easements) |  |  |  |  |
| Relocation | Require any relocation of homes or businesses? |  |  |  |  |
| Stream/River Modifications | Change the course, current, or cross section of any stream/river? |  |  |  | If yes, have you contacted the appropriate water authority or obtained the proper permits? |
| Social | Impact public safety (i.e. police/fire protection) |  |  |  |  |
| Impact sensitive groups? (children, handicapped, minorities, poor, etc.) |  |  |  |  |
| Impact accessibility to schools, churches or recreation facilities? |  |  |  |  |
| Impact community cohesion? |  |  |  |  |
| Soil | Involve major soil disturbance (depth or volume), resulting in the widening of the overhead canopy? |  |  |  |  |
| Transportation | Require road rerouting, closing, or redevelopment? |  |  |  |  |
| Be accessible by mass transportation? |  |  |  |  |
| Vegetation and Wildlife | Impact vegetation, fish or wildlife? |  |  |  |  |
| Visual Quality | Impact visual qualities? (view to or from facility) |  |  |  |  |
| Water Quality | Impact water quality of lakes, streams, wetlands, etc.? |  |  |  | If yes, have you contacted the appropriate water authority? |
| Wetlands | Have wetlands present within construction limits been impacted? |  |  |  | If yes, have you contacted the appropriate water authority? |
| Destroy or improve/create wetland habitat? |  |  |  | If yes, have you contacted the appropriate water authority? |
| Wild and Scenic Rivers/ Canoe and Boating Rivers | Impact a state or federal wild and scenic river, federal candidate wild and scenic river or state canoe and boating route? |  |  |  |  |

**PREPARED:**

"I certify that I am familiar with the information contained within this assessment and that to the best of my knowledge and belief such information is true, complete and accurate."

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

Signature of Applicant

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

Phone Number Date

**CONCURRENCE (By all public administrators whose property is utilized for this project):**

"We have reviewed the plans for development on lands that are under our administrative jurisdiction. We agree with the conclusions contained within this Environmental Assessment Statement. We find that the project creates no undue environmental impact and that there is no prudent and feasible alternative to the project."

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

Signature of Reviewer

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

Phone Number Date

***Attach additional concurrence statements if necessary.***