

- AGENDA -

INFORMATIONAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA) TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST, WEST BRANCH, MICHIGAN, 48661 ON TUESDAY, DECEMBER 27, 2022, BEGINNING AT 12:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Public comment on agenda items only
- IV. New Business
 - A. Year accomplishments and upcoming year direction and goals
- V. Public comment
- VI. Adjournment

MEETING NOTICE

To comply with the Michigan Open Meetings Act (MCL 15.265):

The CITY OF WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

c/o: 121 N. Fourth ST,
West Branch, MI 48661
(989) 345-0500,

Internet where meeting notices are posted: www.westbranch.com

The West Branch DDA will be schedule a special meeting on Tuesday, December 27, at 12:00 pm. at the West Branch City Hall, 121 N. Fourth St., West Branch, Michigan.

The reason for this special meeting is to hold one of the required annual informational meetings. The informational meetings purpose will be to inform the public of the goals and direction the Authority will take during the upcoming year. The regularly scheduled meeting will take place immediately following the closing of the informational meeting.

The City of West Branch is holding the meeting in person; however, due to continuing concern over the COVID pandemic, if anyone from the public would wish to attend the meeting virtually, the DDA will abide by the request and broadcast the meeting virtually. To request the meeting to be broadcasted virtually, please contact City Manager/DDA secretary, John Dantzer at 989-345-0500 or by email at citymanager@westbranch.com at least 18 hours before the meeting.

The City of West Branch Downtown Development Authority will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting (and/or hearing) upon two weeks' notice to the City of West Branch Downtown Development Authority. Individuals with disabilities requiring auxiliary aids or services should contact the City of West Branch Downtown Development Authority and leave a message which includes (1) who you are/how to contact you, (2) what meeting and date you wish to attend, (3) what aid you are requesting.

This notice was posted on November 28, 2022 at 4:15 pm by John Dantzer, City Manager/DDA secretary, to comply with Sections 4 and 5 of the Michigan Open Meetings Act (MCL 15.265) on the bulletin board hanging in the entry-way just inside the front entrance of West Branch City Hall and on the City of West Branch website posted at least 18 hours prior to the start of the meeting and at least 14 days before the informational meeting.

The projects worked on during 2022 and the main areas of focus for the 2023 calendar year would be as follows:

1. Development of the Gathering Place.
 - The DDA was not able to proceed with the project in 2022 as grant funds were not available. The board will be submitting a grant application for the DNR Michigan Spark Grant program in the spring of 2023 and will continue to monitor additional opportunities for grant funds in the upcoming year. The Board worked with consultant/engineer, Beckett and Raeder, and finalized an updated design and estimate in order to be ready for any grant programs that may become available.
2. Work with City Council on the Houghton Ave redesign project.
 - The Board continued to work with consultant/ engineer, Beckett & Raeder on the downtown streetscape project in 2022. The Board will continue to look for funding options for the project. The reconstruction project was moved from 2023 to 2024 by MDOT due to material supply chain concerns.
3. Continue the downtown flower and snow removal projects.
 - The Board again sponsored the flowers and snow removal downtown with the flowers being completed in May.
4. Work on seasonal themed banners.
 - No banners were decided upon during 2022 but we will continue to discuss optional themed banners that would be instituted after the road reconstruction and streetscape is completed in 2024.
5. Research the Historical Preservation Designation for the City.
 - In 2022, the Board discussed pros and cons of the designation but decided not to pursue at this time.
6. Façade program
 - A façade program was completed and approved in 2022. The DDA hopes to have a project that they can use the program for in 2023.

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA) TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST, WEST BRANCH, MICHIGAN, 48661 ON TUESDAY, DECEMBER 27, 2022, BEGINNING AT 12:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Additions to agenda
- IV. Public comment on agenda items only
- V. Approval of the minutes from the regular meeting held November 22, 2022
- VI. Bills
- VII. Bids
- VIII. New Business
 - A. Streetscape light and base review
 - B. Reappointments to Board
- IX. Unfinished Business
- X. Reports
 - A. Chairperson Report
 - B. Member Report
 - C. Treasurers Report
 - D. City Manager Report
 - 1. Spark Grant update
 - E. Planning Commission
- XI. Communications
- XII. Public comment
- XIII. Adjournment

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,
NOVEMBER 22, 2022.

The meeting was called to order by Chairperson Samantha Fabbri at 12:00 pm.

Present: Anthony Bair, Joe Clark, Samantha Fabbri, Autum Hunter, Ken Walters, and Cathy Zimmerman.

Absent: Joanne Bennett, Sandy Rabidue, and Erin Resteiner.

Others in attendance: City Manager John Dantzer

* * * * *

**MOTION BY FABBRI, SECOND BY HUNTER, TO EXCUSE MEMBERS BENNETT,
RABIDUE, AND RESTEINER FROM THE MEETING.**

Yes – Bair, Clark, Fabbri, Hunter, Walters, and Zimmerman

No – None

Absent – Bennett, Rabidue, and Resteiner

Motion carried.

* * * * *

**MOTION BY FABBRI, SECOND BY CLARK, TO APPROVE THE MINUTES WITH
CORRECTIONS FROM THE REGULAR MEETING HELD OCTOBER 25, 2022.**

Yes – Bair, Clark, Fabbri, Hunter, Walters, and Zimmerman

No – None

Absent – Bennett, Rabidue, and Resteiner

Motion carried.

* * * * *

The Board discussed selections for the MDOT streetscape plan. It was the consensus to use the following selections:

- Garbage Cans – Standard metal cans to match what we currently have
- Benches- metal benches with City logo
- Street lights - Ring of Fire light tops with Troy decorative light base
- Trees - Cleveland Pear trees for the entire length of the project
- Retaining wall - Recommendation of Slate Grey Grand Ledge blocks

* * * * *

Member Fabbri reminded everyone about the Santa Train and Art and Wine on December 3rd.

Manager Dantzer noted he found a grant from the DNR for the Gathering Place and would be putting together an application for it.

* * * * *

The meeting was adjourned at 12:26 pm.

LROF / LROF-NF LED Decorative Post-Top



LROF



LROF-NF

The LROF / LROF-NF post-top fixture utilizes our patented thermal integrated trim ring for maximize heat dissipation. Available in multiple wattage and distribution versions, this fixture is able to replace existing 175W-250W HID's one-for-one. Each model delivers superior lumen output to illuminate your next downtown lighting project.

Model	Watts	Equiv	Delivered Lumens	Efficacy
LROF-1 LROF-NF-1 (Type III)	27W	175W HID	2,370 Lm	87 LPW
LROF-2 LROF-NF-2 (Type V)	54W	175W HID	4,692 Lm	86 LPW
LROF-3 LROF-NF-3 (Type III)	58W	250W HID	4,574 Lm	79 LPW
LROF-4 LROF-NF-4 (Type V)	85W	250W HID	6,809 Lm	81 LPW
LROF-5 LROF-NF-5 (Type III)	88W	250W HID	6,240 Lm	71 LPW
LROF-6 (Type V)	114W	250W HID	8,426 Lm	74 LPW

Ordering Information

LROF / LROF-NF Options / Ordering Example: LROF-1-1-NW-A-CL-8-N-X-X-B-X

Model Number	Wattage / Distribution Type	Voltage	Color Temperature	Globe Material	Top Globe Guard	Globe Neck Size
LROF - Finned Heat Sink	1 - 27W / Type III	1 - 120v-277v	22 - 2200K	A - Acrylic	CL - Clear	8 - 8" Neck
LROF-NF - Finless Heat Sink	2 - 54W / Type V	2 - 347v-480v	WW - 2700K		BK - Black*	9 - 9" Neck
	3 - 58W / Type III		OW - 3000K		CC - Custom Color**	
	4 - 85W / Type V		NW - 4000K			
	5 - 88W / Type III		CW - 5000K			

*Includes cutoff LiteLid

LLW LED Little Woodward Decorative Post-Top



Model	Watts	Equiv	Delivered Lumens	Efficacy
LLW-35	35W	175W HID	4,294 Lm	118 LPW
LLW-45	45W	250W HID	5,311 Lm	118 LPW
LLW-55	55W	250W HID	6,434 Lm	116 LPW

Ring Diameter: 14.50"

Globe Diameter: 25.06"

Weight: 9.5 lbs

The Lumecon Little Woodward refractor and prismatic top feature a traditional turn-of-the-century shape and cutting edge photometric performance. The LLW features precise prisms achievable only through injection molding. The prisms provide pleasing daytime "prismatic sparkle" and provide excellent uniformity, light distribution and efficiency for nighttime performance. Assembled refractor bottom and top are 14.11" in diameter, 19.05" high.

Ordering Information

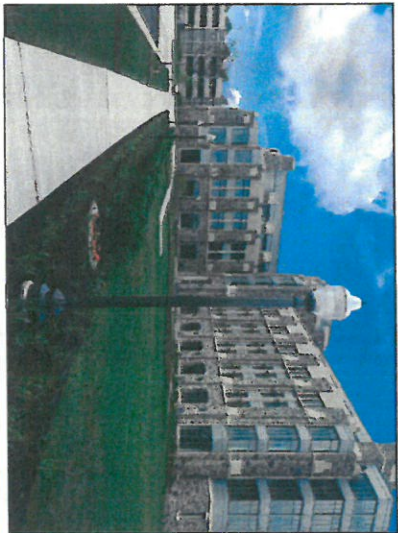
LLW Options / Ordering Example: LLW-35-1-NW-2-BK

Wattage	Voltage	Color Temperature	Fitter / Base	Paint Color
35 - 35W	1 - 120v-277v	22 - 2200K	2 - 8" Fitter for 3" OD pole (8" 1/2 T)	BK - Black
45 - 45W	2 - 347v-480v	WW - 2700K		CC - Custom Color
55 - 55W		OW - 3000K		
		NW - 4000K		
		CW - 5000K		

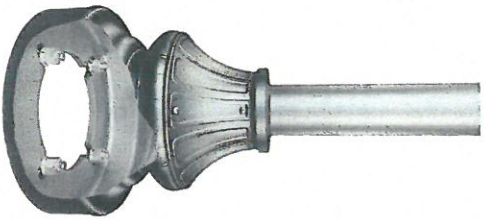
Structural

Decorative Pole Products

From designs that blend with today's modern architectural styles, to historical designs that harken back to an earlier era, Lumecon's extensive Decorative Base offering delivers industry-leading design options.

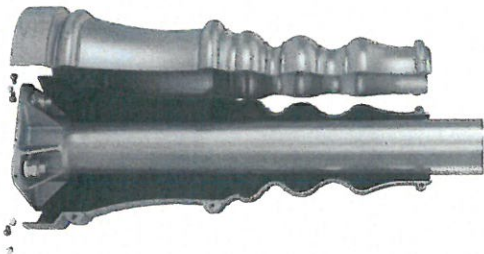


www.lumecon.com



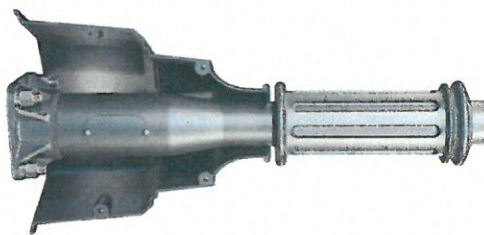
Structural

Structural Aluminum Bases are welded to the bottom of the smooth or fluted shaft, contributing structural integrity to the pole.













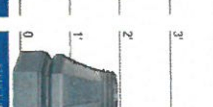




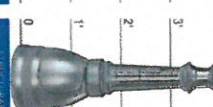



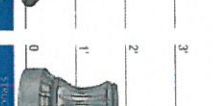



ClamsHELL

ClamsHELL Aluminum Bases are 2-Piece designs that are assembled and bolted around the base of the installed pole.

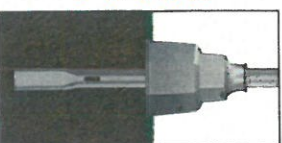


Hybrid ClamsHELL








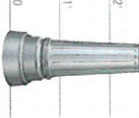



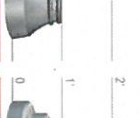













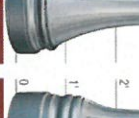
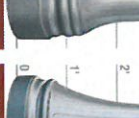

Hybrid ClamsHELL Aluminum Bases provide unique style options by combining a 2-Piece base with other decorative design features.

 <p>H-Alexander Base Diameter: 12" 4"-5" Bolt Diameter</p>	 <p>H-American Base Diameter: 12" 4"-5" Bolt Diameter</p>	 <p>H-Alden Base Diameter: 12" 4"-5" Bolt Diameter</p>	 <p>H-Alden 17 Base Diameter: 17" 4"-5" Bolt Diameter</p>	 <p>H-Alden 17 Modified Base Diameter: 17" 4"-5" Bolt Diameter</p>	 <p>H-Alden 20 Base Diameter: 20" 6"-7"-8" Bolt Diameter</p>	 <p>H-Bristol Base Diameter: 14.5" 4"-5" Bolt Diameter</p>	 <p>H-Charleston Base Diameter: 8.5" 4" Bolt Diameter</p>	 <p>H-Georgetown Base Diameter: 10.125" 4"-5" Bolt Diameter</p>	 <p>H-Grand Base Diameter: 11.5" 4"-5" Bolt Diameter</p>	 <p>H-Gregory Base Diameter: 20" 5"-6"-7"-8" Bolt Diameter</p>	 <p>H-Gunn Base Diameter: 12" 4" Bolt Diameter</p>	 <p>H-Henwood Base Diameter: 11.125" 4" Bolt Diameter</p>	 <p>H-Henwood Large Base Diameter: 14" 4"-5" Bolt Diameter</p>	 <p>H-Hingham Base Diameter: 10.125" 4" Bolt Diameter</p>	 <p>H-Holm Base Diameter: 13.125" 4" Bolt Diameter</p>	 <p>H-Lincoln Base Diameter: 12" 4"-5" Bolt Diameter</p>	 <p>H-Morgan Base Diameter: 13.5" 5"-6"-7" Bolt Diameter</p>	 <p>H-Saturn Base Diameter: 20" 5"-6"-7" Bolt Diameter</p>	 <p>H-Trenton Base Diameter: 10" 4"-5" Bolt Diameter</p>	 <p>H-Winchester Base Diameter: 14" 4"-5" Bolt Diameter</p>	 <p>H-York 17 Base Diameter: 17" 4"-5" Bolt Diameter</p>	 <p>H-York 20 Base Diameter: 20" 6"-7"-8" Bolt Diameter</p>
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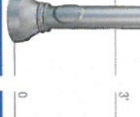

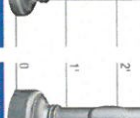
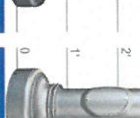

Direct Buried Options are Available in All Decorative Bases.



Clamshell

Hybrid

						
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www.Lumecon.com



58 PDF Catalog Pages.
386 Specification Sheets.
6,954 Standard Product Combinations.
Base Details, Pole Shaft Details, and EPA Tables for
Straight Round, Tapered Round, Straight Fluted, and Tapered Fluted Options.

All Options Shown are FHWA Accepted.



Arlen 17 Modified



Arlen 20



Georgetown
Also Available
DIRECT BURIED



Grand
Also Available
DIRECT BURIED



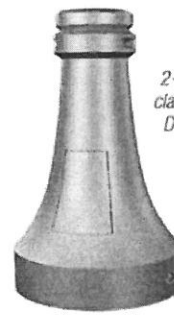
Homewood Large



Winchester
Also Available
DIRECT BURIED



York 17
ONLY Available
DIRECT BURIED



Yale 17

*2-piece
clamshell
Design*



Stafford 18

*2-piece
clamshell
Design*

Medler Electric Company

Wholesale Electrical Distributor

An Employee Owned Company

**OUR PEOPLE
CARE MORE**

Company Address:

2543 South M-76 | West Branch, Michigan 48661
Phone: (989) 345-5720 | Fax: (989) 345-4575

Date 12/19/2022
Quotation # S5133756
Customer ID 3137

Quotation For:

John Dantzer - City Manager
City of West Branch
121 N. Fourth Street
West Branch, MI 48661

Quotation valid until: 1/18/2023
Prepared by: Brian Leibler

Comments or Special Instructions:

Freight Allowed as quoted. Minimum of 10 fixtures/poles to meet freight. 22-24 week lead time for delivery.

Salesperson	P.O. Number	Release Number	Ship VIA	Terms
Phil Ehinger	Downtown Lights	N/A	Direct	Net 30

Quantity	Description	Unit Price	Taxable?	Amount
120	Lumecon Ring of Fire Decorative Fixture	\$ 985.00	No	\$ 118,200.00
120	Lumecon Little Woodward Decorative Fixture	\$ 725.00	No	\$ 87,000.00
120	Pole - 12' x 4" x .188" Straight flute, 24" set fixed banner arms	\$ 2,000.00	No	\$ 240,000.00
120	Pole - 12' x 4" x .125"IN Straight flute, 24" set fixed banner arms	\$ 1,525.00	No	\$ 183,000.00
120	York Series Clamshell Pole	\$ 1,505.00	No	\$ 180,600.00
120	Yale Series Clamshell Pole	\$ 1,350.00	No	\$ 162,000.00
120	York Series Structural Pole	\$ 2,225.00	No	\$ 267,000.00

DDA**4 YR TERM**

Meets each 4th Tuesday at noon.

9 members total, appointed by mayor, approved by council, majority to have property in downtown district, one must be a resident								
Ken Walters (Mayor's rep.) (EX)	10/1/2018	Mayor Term	328 N 6th St			345-2627	942-4682	
Samantha Fabbri - Chair	1/5/2015	1/1/2023	224 W. Houghton					
Autum Hunter	9/6/2011	1/1/2023	309 W Houghton Ave	345-8637		345-2210	701-5485	
Sandy Rabidue - treasurer	12/17/2001	1/1/2024	401W Houghton Ave			345-4120		
Joanne Bennett	1/16/2017	1/1/2024	209 S Livingston	345-7877		345-2595		
Cathy Zimmerman	2/4/2019	1/1/2025	500 B Annie St	989-312-0078				
Anthony Bair	2/4/2019	1/1/2025	2110 S M-76				989-516-5076	
Joseph Clark vice chair	5/21/1986	1/1/2026	219 W Houghton Ave	345-1021		345-0355	312-0496	
Erin Resteiner	3/4/2019	1/1/2026	4560 W. M-76				312-1879	

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH

PERIOD ENDING 12/31/2022
% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Fund 248 - DDA OPERATING FUND							
Revenues							
Dept 000.000	TAX INCREMENT FINANCING	80,000.00	80,000.00	63,682.87	0.00	16,317.13	79.60
248-000.000-400.400	CURRENT PROPERTY TAX GEN.OP.	12,000.00	12,000.00	6,408.77	0.00	5,591.23	53.41
248-000.000-403.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	20,000.00	20,000.00	43,935.32	0.00	(23,935.32)	219.68
248-000.000-408.400	GRANT	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-634.400	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-664.400	MISCELLANEOUS	1,500.00	1,500.00	1,350.00	0.00	150.00	90.00
248-000.000-695.400							
Total Dept 000.000		113,500.00	113,500.00	115,376.96	0.00	(1,876.96)	101.65
TOTAL REVENUES							
		113,500.00	113,500.00	115,376.96	0.00	(1,876.96)	101.65
Expenditures							
Dept 000.000	FLOWER PROJECT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-000.000-729.700	RETAIL MERCHANTS	7,500.00	7,500.00	7,500.00	0.00	0.00	100.00
248-000.000-750.700	ADMINISTRATION	2,400.00	2,400.00	1,200.00	200.00	1,200.00	50.00
248-000.000-782.700	CONTRACTUAL SERVICES	87,200.00	87,200.00	10,142.37	0.00	77,057.63	11.63
248-000.000-801.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-000.000-865.700	SHOWMOBILE EXPENSES	300.00	300.00	16.99	0.00	283.01	5.66
248-000.000-935.703	GEN. MAINTENANCE/SNOW REMOVAL	8,600.00	8,600.00	0.00	0.00	8,600.00	0.00
248-000.000-940.700	DDA MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-948.700	EXPENSES	1,500.00	1,500.00	118.40	0.00	1,381.60	7.89
248-000.000-956.700							
Total Dept 000.000		113,500.00	113,500.00	18,977.76	200.00	94,522.24	16.72
TOTAL EXPENDITURES							
		113,500.00	113,500.00	18,977.76	200.00	94,522.24	16.72
Fund 248 - DDA OPERATING FUND:							
TOTAL REVENUES							
		113,500.00	113,500.00	115,376.96	0.00	(1,876.96)	101.65
TOTAL EXPENDITURES							
		113,500.00	113,500.00	18,977.76	200.00	94,522.24	16.72
NET OF REVENUES & EXPENDITURES							
		0.00	0.00	96,399.20	(200.00)	(96,399.20)	100.00

12/16/2022 04:30 PM
User: JOHN
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH
Period Ending 12/31/2022

Page: 1/1

Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	310,446.89
Total Assets		310,446.89
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	600.00
Total Liabilities		600.00
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	213,447.69
Total Fund Balance		213,447.69
Beginning Fund Balance		213,447.69
Net of Revenues VS Expenditures		96,399.20
Ending Fund Balance		309,846.89
Total Liabilities And Fund Balance		310,446.89



Michigan Spark Grants 2022 application overview

Michigan Department of Natural Resources

mission statement

The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the state's natural and cultural resources for current and future generations. We strive to protect natural and cultural resources, ensure sustainable recreation use and enjoyment, enable strong natural resource-based economies, improve and build strong relationships and partnerships, and foster effective business practices and good governance.

The Michigan Department of Natural Resources provides equal opportunities for employment and access to Michigan's natural resources. Both state and federal laws prohibit discrimination based on race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Act of 1964 as amended, 1976 Michigan Public Act 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: Michigan Civil Service Commission – Quality of Life Human 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 Dr., Mail Stop MBSP-4020, Arlington, VA 22203. For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing, MI 48909-7925.

This publication is available in alternative formats upon request.

For information or assistance on this publication:

Call 517-284-7268

Visit the [DNR grants page](http://www.Michigan.gov/DNR-Grants) at www.Michigan.gov/DNR-Grants

[Access MiGrants](https://migrants.intelligrants.com/) at <https://migrants.intelligrants.com/>

Spark Grants Advisory Group

Kyle Caldwell, Council of Michigan Foundations

John Egelhaaf, Region 4 Southwest Planning Commission, Michigan Association of Regions

Andrea LaFontaine, Michigan Trails & Greenways Alliance

John LaMacchia II, Michigan Municipal League

Dan Lord, Michigan Department of Natural Resources

Amy Matisoff, Michigan Department of Transportation

Clay Summers, Michigan Recreation & Park Association

J. J. Tighe, Ralph C. Wilson, Jr. Foundation

Michigan Department of Natural Resources

Daniel Eichinger, Director

Grants Management

Dan Lord, Assistant Division Chief

Michael Chuff, Financial Specialist

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Introduction

Michigan Spark Grants are a \$65 million program that represents a milestone moment for outdoor recreation, helping local communities that want to create, renovate or redevelop public outdoor opportunities for residents and visitors – especially those whose economic opportunities and health were hardest hit by the COVID-19 pandemic.

Administered by the Michigan Department of Natural Resources, Michigan Spark Grants will support projects that provide safe, accessible public recreation facilities and spaces to improve people's health, introduce new recreation experiences, build on existing park infrastructure and make it easier for people to enjoy the outdoors. This grant opportunity is possible because of the Building Michigan Together Plan, signed in March 2022, which included a historic infusion of federal funding in our state and local parks.

Program goals:

- Leverage federal, state, local and private resources toward a sustainable public recreation development program.
- Provide a clear, simple and equitable grants distribution process in support of public outdoor recreation.
- Align project partners and community organizations so resources are maximized and roles and responsibilities are clearly outlined and balanced.

We strongly recommend that you review the entire booklet in conjunction with the online application in MiGrants before you begin to prepare your application.

The Grants Management staff of the Department of Natural Resources have prepared this booklet to guide you in preparing a Michigan Spark Grants application. Grants Management staff are available to assist you with any questions you may have regarding any aspect of the application process. We encourage you to contact your regional representative early in the application process. You may also call the Grants Management office at 517-284-7268 and you will be directed to the appropriate representative.

This booklet and all forms needed to complete an application are available on our website: www.Michigan.gov/DNR-Grants.

The [MiGrants Online Application System](https://migrants.intelligrants.com/) is available at <https://migrants.intelligrants.com/>.

2022 Spark Grants schedule

The grant application will launch in October and stay open for six weeks, with first-round grants awarded by the end of 2022. There will be two more rounds of applications and grant awards in 2023.

Date	Action
OCT. 24, 2022	Application period starts in MiGrants
DEC. 19, 2022	Round one applications due
JAN. 2023	Round one grants awarded
TBD 2023	Rounds two and three will open and be awarded
DEC. 31, 2024	All awarded grant funds must be committed to third-party contracts
OCT. 31, 2026	All grant funded projects must be completed

Applicant and project eligibility

Consider the following eligibility requirements and additional information when deciding whether to apply for a Spark grant. For more detailed information about completing a development project, review the Development Project Procedures booklet on the [Grants Managements website](#).

Applicant eligibility

- Applicants must be local units of government (tribal, county, city, village or township) or public authorities legally established to provide public recreation.
- Applicants may include a regional or statewide organization or consortium of local units of government or public authorities legally established to provide public recreation. All projects must take place on public land.
- An eligible financial match is encouraged but not required.
- A community planning process is encouraged but not required.

Public input and resolution

A resolution from the highest governing body is required to apply for a Spark grant. The applicant is responsible for providing the public with adequate opportunity to review and comment on the proposed application. Dedicated public hearings are not required; however, the application must be an agenda item open to discussion by the general public in a meeting of the local unit.

Project eligibility

- Projects must support and enhance neighborhood features that promote improved health and safety outcomes or address the increased repair or maintenance needs in response to significantly greater use of public facilities in local communities that have been adversely affected by the COVID-19 pandemic.
- Projects may include the development, renovation or redevelopment of indoor or outdoor public recreation facilities and the provision of recreation-focused equipment and programs at public recreation spaces.
- Funds may be used for activities such as, but not limited to, project review, planning, architecture and engineering services, construction, oversight and compliance activities associated with state and federal requirements, as applicable.
- Funds must be committed to third-party contracts by Dec. 31, 2024.
- Projects must be completed on public land by Oct. 31, 2026.

Ineligible projects

- Facilities and/or stadiums utilized primarily for the viewing of professional or semiprofessional art, athletics or intercollegiate or interscholastic sports. Facilities that are used for the viewing of professional or semiprofessional art, athletics or intercollegiate or interscholastic sports, but whose primary purpose is the active recreational use by the general public for at least 75% of normal operation hours, are allowed.

- Routine expenses – these funds cannot be used for maintenance or operational expenses of local parks and recreation departments.
- Art displays, decorative fountains and facilities for historical interpretation.
- Projects that would create an unfair competitive situation with private enterprises. In situations where privately managed facilities are providing identical or similar recreation opportunities, the local government must provide additional written justification of the need for the proposed facility in light of the private sector's presence.
- Sidewalk projects that are primarily in road rights-of-way and do not exhibit qualities associated with recreation trails. In general, traffic control devices in the road right-of-way, such as guardrails, flashing or nonflashing signs or barricades, and electronic crossing signals, are not eligible scope items.
- Most improvements to public roadways.
- Invasive species removal, shoreline stabilization or erosion control that are not associated with development of recreation facilities at the site.
- Municipal infrastructure, such as electrical transmission lines, sewer mains, water mains, etc., that is the majority of the scope of the project is not eligible for funding. However, a service line for these types of utilities can be eligible as a scope item if it is providing the utility to a site of public recreation that has other scope items being developed as part of the same grant project.

Financial details

Minimum and maximum grant amounts

Minimum grant request: \$100,000

Maximum grant request: \$1,000,000

Matching funds

Total project costs may exceed \$1,000,000 if the applicant is able to provide documentation of secured matching funding sources.

Eligible matching funds are encouraged but are not required and will not be considered as part of application scoring. Federal funds are not eligible sources for matching funds.

Eligible costs

This is a reimbursement program. All grants are paid as reimbursement for actual expenses (i.e., the community pays for the work and is then reimbursed at the percentage listed in the grant agreement of the cost up to the grant amount). On a case-by-case basis, the DNR will allow advances for communities that meet certain criteria.

Grantees should anticipate submitting multiple partial requests for reimbursement as the project progresses. The final 10% of the grant amount will be withheld pending a final project inspection and audit of the grant file.

- If selected for funding, includes expenses for grant writing, designs, public input, and permitting. Expenses are eligible beginning Oct. 1, 2022.
- Construction expenses incurred prior to the execution of the project agreement will not be eligible for reimbursement.
- Reimbursement will occur through request, with adequate documentation of expenses, including all applicable copies of invoices, checks, payment sheets, change orders, documentation of force account labor and equipment, and documentation of donated labor and/or materials.
- Until final completion of the project, 10% of the grant will be withheld.
- No further reimbursements will be made for canceled projects or projects that have not been completed within the required timeframe.

Only those costs directly associated with the project will be reimbursed. Eligible budget categories include:

- **Preplanning** – If selected for funding, includes grant writing, designs, public input, and permitting. Expenses are eligible beginning October 1, 2022.
- **Administration** – Internal activities necessary to support the oversight and implementation of the project. This category is capped at 5% of the project subtotal.
- **Project permitting, plan designs and oversight** – This category is capped at 25% of the project subtotal.
- **Construction** – Only construction activities directly related to the project scope.
- **Programming** – Events and instructional activities associated with activating the site.
- **Equipment** – Equipment must be unique and directly related to activities supporting the construction improvements of the project; maintenance equipment is not eligible.
- **Indirect/overhead** – If applicable, the applicant may choose to cover indirect costs. If a recipient has a current Negotiated Indirect Costs Rate Agreement established with a federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10% of the modified total direct costs pursuant to 2 CFR 200.414(f).

Ineligible costs

- Maintenance is not an eligible expense. However, the DNR is requesting this information in the application in effort to gain insight on applicant needs long term to support the project.
- Indirect/overhead greater than 10% of the total project costs without an approved NICRA.
- Tuition and fees, conferences, travel, lodging, meals, group meals and mileage.
- Costs incurred outside of the project period specified in the project agreement or amendment.
- Salaries/fringes of individuals not working on the project directly.
- Sales tax for exempt agencies.

Number of allowable applications from a single applicant

No more than three Spark grant applications may be submitted for the duration of the grant program. If submitting more than one application, the entity must rank the project in order of highest priority. Submitting multiple applications with similar facilities in one location is not allowed.

Project site eligibility

Allowable number of project sites

Each application must be for a single park site or contiguous trail. Applications for multiple sites must be submitted and prioritized as individual applications. To avoid duplication of grant awards and to achieve the best scenario for an applicant to receive funding, should an applicant apply for the same project across multiple DNR grant programs in the same year, DNR Grants Management staff reserve the right to align the program that is most applicable based upon scoring and available funding. In these situations, applicants will be directed to withdraw from certain programs prior to final grant awards being made.

Long-term site obligations

- The land included in the boundary of this project site must remain open to public outdoor recreation use for the useful life of the facilities being constructed, which is generally a 20-year minimum.
- The grantee will not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities within the 20-year useful life period.
- None of the project area nor any of the project facilities constructed shall be wholly or partially conveyed during the 20-year useful life period, either in fee or otherwise or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title ownership, or right of maintenance or control by the applicant.
- An entrance sign identifying the site as a public outdoor recreation site open to all users must be prominently displayed. The establishment of an entrance sign can be added to the grant scope of work.
- The recreation site must be open to all users – resident and nonresident. If a fee is charged, the nonresident fee shall be no greater than twice the resident fee.

Site control

The applicant must own, have a perpetual easement, lease or other agreement allowing use, operations or construction of the project site. Agreements must be finalized at the time of application; draft agreements will not be accepted. A Documentation of Site Control form (PR5750-4) and deed, lease or easement is required in the application.

- For leased sites: 20-year minimum.
- Leased sites with a term of less than 20 years beyond the application date are not eligible to receive grant assistance unless the lessor is a government entity and agrees to assume all grant obligations if the lessor takes control of the project site. Documentation from the lessor agreeing to the terms is required.

Contaminated properties

Contaminated properties are eligible for grant assistance, provided the property can be made safe for the proposed uses and the contamination will not have a substantial negative impact on the overall public recreation, public safety and/or resource protection values of the site. Grant funds may not be used for environmental remediation.

Planning considerations

Prime professional

All projects are required by state law (MCL 339.2011) to have a licensed engineer, architect or landscape architect (prime professional) prepare all plans, specifications and bid documents and verify that all construction has been completed according to acceptable standards. Engineering and architectural costs may make up no more than 25% of total project cost. The DNR requires a prime professional to have an active profile in MiGrants. The prime professional will be able to help you with the following requirements in this section.

Federal requirements

The Spark program is funded by and subject to the American Rescue Plan Public Law 117-2 or Uniform Guidance 2 CFR 200, as applicable. Frequently asked questions are accessible at the [U.S. Department of Treasury State and Local Fiscal Recovery Funds website](#). The SLFRF awards are generally subject to the requirements set forth in the uniform administrative requirements, cost principles and audit requirements for Federal awards, 2 CFR Part 200 (the "uniform guidance"). Applicants must review the [eCFR uniform guidance](#) for complete requirements.

Per the final rule FAQ 2.1: The National Environmental Policy Act does not apply. Projects supported with Spark funds may still be subject to all related statutory and regulatory requirements and policies of both programs, including NEPA review, if they are also funded by other federal financial assistance programs.

In planning your application, please note that the Davis–Bacon Act, as amended (40 U.S.C. 3141–3148) and Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) will be required. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.

When a recipient expends more than \$750,000 in federal awards during the grantee's fiscal year (Oct. 1–Sept. 31), it will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.

Permits

Federal, state and local rules and regulations apply. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended. It is the sole responsibility of the applicant to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.

Accessible design

The proposed project must meet the accessibility requirements of the 2010 Americans with Disabilities Act design standards; including all proposed recreation facilities, access routes from the proposed facilities to parking and relevant support facilities. For proposed facilities such as hiking trails, camping facilities, picnic facilities and beach-access routes that are not covered under the [2010 ADA design standards](#), follow the U.S. Access Board Outdoor Developed Areas Accessibility Guidelines. Trails on federal property must meet the Forest Service Trail Accessibility Guidelines. Designing facilities to universal design principals is recommended. More details are provided in the Guidance on Designing Specific Types of Recreation and Support Facilities that Exceeds ADA for Universal Accessibility.

Project completion

Receiving Spark grant assistance requires the project to be completed in a timely manner.

- The grantee must begin the project as soon as the grant agreement is executed.
- Quarterly financial and project status reports will be required.
- The grantee must encumber all of the grant funds to third-party contracts by Dec. 31, 2024.
- All grant funds must be spent by Oct. 31, 2026. Due to the federal requirements of this grant award, no time extensions will be allowed.

Application documents

All applicants must complete their application on the DNR Grants Management's online application system, [MiGrants](#). Paper applications will not be accepted and will be considered ineligible.

- These are the types of documents you will need to have ready to upload when completing the grant applications:
 - Site control form and deed, lease or easement
 - Resolution from highest governing body
 - Site plan of the proposed improvements
 - Optional but not required:
 - Letters of support
 - Universal design review
 - Plans, specifications and bid documents
 - Permits
 - Documentation of matching funds
 - Indirect cost-rate agreements

Application pages

The application is six pages long. The authorized official will be required to initiate the application. Once initiated, anyone with an organizational role will be able to modify the application pages. You may save the page you are working on and come back to edit or complete the materials later. The pages are:

- **Applicant information** – Basic information of the site, project name, etc.
- **Narrative details part 1** – Public benefit and anticipated outcomes, financial and social considerations, and access to the project site.
- **Narrative details part 2** – Access to new opportunities for people of all abilities, clarifying of scope and ability to execute, new construction, renovation and future maintenance.
- **Financial details** – Project budget categories and amount requested.
- **Additional information** – Optional – you may upload additional documentation here.
- **Certification by AO (authorized official)** – Check to certify the application.

After the successful submission of your application by changing the status, you will receive an email notification from MiGrants.

Application outcome

The Michigan Spark Grants program will have three rounds. The DNR will announce successful awards at the end of each round. At the end of rounds one and two, any unsuccessful application can be withdrawn, reapplied for later rounds as-is, or modified and reapplied for later round(s). Please monitor your email for a notification from MiGrants providing further guidance.