



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



RODNEY A. STOKES
DIRECTOR

January 10, 2013

Mr. Michael A. Hartner, Director
Parks and Forestry Department
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

Dear Mr. Hartner:

SUBJECT: RP12-479, Bloomer Park Velodrome Surface Renovations

I am pleased to offer you a project agreement for your Recreation Passport Grant Program (RPGP) development project. We are looking forward to assisting you in the successful completion of this important public recreation project. Before you execute the attached agreement, I would like to remind you of certain obligations that come with a RPGP grant.

A grant from the RPGP is an agreement between the Department of Natural Resources (DNR) and your local government. As the grantee, you are responsible for taking all actions necessary to complete the project. All communication on this project must occur between the local government representative and DNR Grants Management as directed in the agreement. A Grant Coordinator has been assigned to your region of the state, and is prepared to assist you in the completion of this project.

The enclosed project agreement describes the purpose and scope of the development project, as well as the responsibilities you are committing to undertake by accepting this grant, including the long-term obligation to commit the project area to public recreation for the anticipated life of your project.

Enclosed with this letter you will find the following:

- Two copies of the Project Agreement (PR1956-4)
- *Checklist for Submission of Plans, Specifications, and Bid Documents for Recreation Grant Development Projects* Form (PR1911)
- Sample Boundary Map for reference only
- "Final Compliance Onsite Inspection Report" form (PR1956-5)

The "Development Project Procedures" booklet (IC1956-1, Rev. 12/27/12) is available on our website: ww.michigan.gov/dnr-grants. Under "Available Grants" click on "Recreation Passport Grants". Under "Grantee Information" arrow down to "Development Project Procedures Booklet" and click "GO".

In order to execute the agreement, please follow the steps listed below.

Step 1: Please complete all the SHADED PORTIONS OF THE AGREEMENT:

- **Section 3(b), GRANTEE'S representative:** Please provide the name and contact information for the person with the day-to-day authority for the project and who will routinely interact with the DNR Grant Coordinator. It does not need to be the same person who signs the agreement; however, this person should be authorized to sign all routine correspondence pertaining to the project.

- **Section 36:** Complete the information regarding your governing body resolution and sign and witness the agreement. **Please do not make and sign photocopies.** If you require additional originals or alterations to the signature page (based on the need for more than one local signature), please contact your Grant Coordinator.

Step 2: Please include the following attachments with your agreement:

- ✓ Legal description of the project area, placed in the Agreement as Appendix A in each copy of the agreement; and
- ✓ Boundary map of the project area, **OUTLINED IN RED, signed and dated** and placed in the Agreement as Appendix B in each copy of the agreement; and
- ✓ Certified resolution of your local governing body accepting the grant.

A Legal Description of the Project Area: The legal description defines the park or geographic area to be developed with grant assistance. The legal description can be an excerpt from the original deed to purchase the property or a formal survey, but in either case should match the boundary map. If any areas of the project area are to be excluded due to non-recreation uses or otherwise, the legal description must reflect these deletions and describe only the actual project boundary.

Boundary Map of the Project Area-signed and dated: The boundary map should be a visual representation of the park or geographic area defined in the legal description and **outlined in red**. The boundary should be clearly defined and include all of the items shown on the attached sample map. Be sure to include and label the scope items listed in Section 5 of the project agreement along with existing development on site. **Please remember, by way of this project agreement, the area included in the project boundary map will be committed to public recreation for the anticipated life of your project.**

Certified resolution of your local governing body accepting the grant: Sample language for the resolution is provided with the agreement. We **strongly** encourage you to use the sample resolution. If you choose to use a different format, be sure to include all statements included in the sample resolution.

IMPORTANT REMINDERS:

- Project agreements **must** be executed by the DNR prior to incurring project costs, including expenditures of matching funds, with the exception of engineering costs as described in the "Development Project Procedures" booklet.
- Detailed guidance on the steps you must take in completing your project is provided in the "Development Project Procedures" booklet. In reviewing the booklet and the agreement, it is particularly important to pay attention to issues of timing. Certain steps must be completed prior to others, and most steps must be completed within specific timeframes or the overall project will fall behind schedule.

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- Enclosed is a copy of the *Checklist for Submission of Plans, Specifications, and Bid Documents for Recreation Grant Development Projects* (form PR1911). Please complete this form and submit to our office each time you submit a plans and specifications package for your project. A complete list of the items that are to be submitted with your plans and specifications package is listed on the form. Be sure to include all these items.
- Upon completion of your project, the "Final Compliance Onsite Inspection Report" (PR1956-5) must be completed and returned to Grants Management. The form must include the signature of your Prime Professional. If you have multiple Prime Professionals involved in the completion of your project, please note that each one will need to complete a form for the scope items they were responsible for.
- Your Agreement commits you to complete your development project in three years -- no later than **July 30, 2015**.
- Please review Section 5, which lists the project facilities to be constructed with grant assistance. If you believe the list to be incorrect, contact your DNR Grant Coordinator.

Return both copies of the signed project agreement, with original signatures and all the required attachments, to the DNR no later than **March 10, 2013**, sooner if possible. We will return one executed original of the agreement and attachments to you.

We are looking forward to working with you on completion of your project and know it will be a valuable addition to Michigan's recreation estate. If you need any assistance or have any questions, please do not hesitate to contact us. Questions and correspondence should be directed to your Grant Coordinator, Ms. Tamara Jorkasky, by telephone at 517-335-7306 or email jorkaskyt@michigan.gov. Our mailing address is: Michigan Department of Natural Resources, P.O. Box 30425, Lansing, MI 48909-7925.

Sincerely,



Steven J. DeBrabander, Manager
Grants Management
517-241-3687
debrabanders@michigan.gov

SJD:lh
Enclosures
cc: Ms. Tamara Jorkasky, DNR