

The left hand blue and black is the navigation pane between pages.

1. Click on Plan Information and Certification.

MiGrants
Michigan Department of Natural Resources

Home Searches Reports

5-Year 2022-Alex's City-0050

Plan Information and Certification

- * Denotes required fields
- Fill out the required fields in each section of this form.
- Click **Save** to save change or **Next Form** to save change and move on to the next form.
- All forms in the recreation plan document must be complete without errors prior to submitting.
- Change the status of the Recreation Plan to submit for DNR review.
- After recreation plan approval, DNR recreation grant applications can be submitted by the organization.
- All organizations included in a recreation plan must submit the plan and supporting documentation individually in MiGrants and receive DNR approval in order to submit a DNR recreation grant application.

All recreation plans are required to meet the content and local approval standards as outlined in the [Guidelines for the Development of Community Park and Recreation Plans](#) by the Michigan Department of Natural Resources (DNR). Plans must be certified by the Authorized Official (AO) and be submitted to the DNR through MiGrants. Plans may be submitted any time of the year but no later than February 1 of the year the organization is applying for DNR recreation grants.

PLAN INFORMATION

Name of plan:

54 of 100
example: 2020-2024 Village of Carr Recreation Plan

2. Fill out the information below - your jurisdiction name should be in the box. Month and Year adopted should match the date the resolution was passed in your jurisdiction to approve the plan.

Plan Information and Certification

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PLAN INFORMATION

Name of plan:

54 of 100
example: 2020-2024 Village of Carr Recreation Plan

List the communities and school districts covered under the plan	County	Month & Year Adopted
<input type="text" value="Manistee County"/>	<input type="text" value="Manistee"/>	<input type="text" value="Dec. 2021"/>
<input type="text" value="Your Township Name"/>	<input type="text" value="Manistee"/>	<input type="text" value="Dec. 2021"/>

NOTE: For multi-jurisdictional plans, each local unit of government's highest governing body must pass a resolution adopting the plan, and each local unit of government must submit the plan and supporting documentation individually. School districts do not need to submit the plan for DNR approval unless they qualify and intend to apply for recreation grants.

3. Scroll down. Checklist should be filled out as indicated below because Networks Northwest did a fantastic job on the plan. This has all been verified already as completed.

Checklist

Please check each box to certify that the listed information is included in the final, adopted plan. If the DNR Approval box next to an item is not checked, see the DNR Comments box below for details.

Plan Content

Community Description

Administrative Structure

Includes: Roles of commission or advisory board, organization chart, budget, funding sources, roles of volunteers, relationship with school districts, public agencies, or private organizations

Recreation Authorities and Trailway Commissions Only:

Includes: Description of relationship between the authority and the recreation department for the participating communities and articles of incorporation

Recreation Inventory

Includes: Description of the methods used to conduct the inventory, an inventory of all community-owned parks & recreation facilities, location maps, accessibility assessment, grant assisted site status report, waterways inventory (if applicable)

Natural Resource Inventory (Optional)

Description of the Planning Process

Description of the Public Input Process

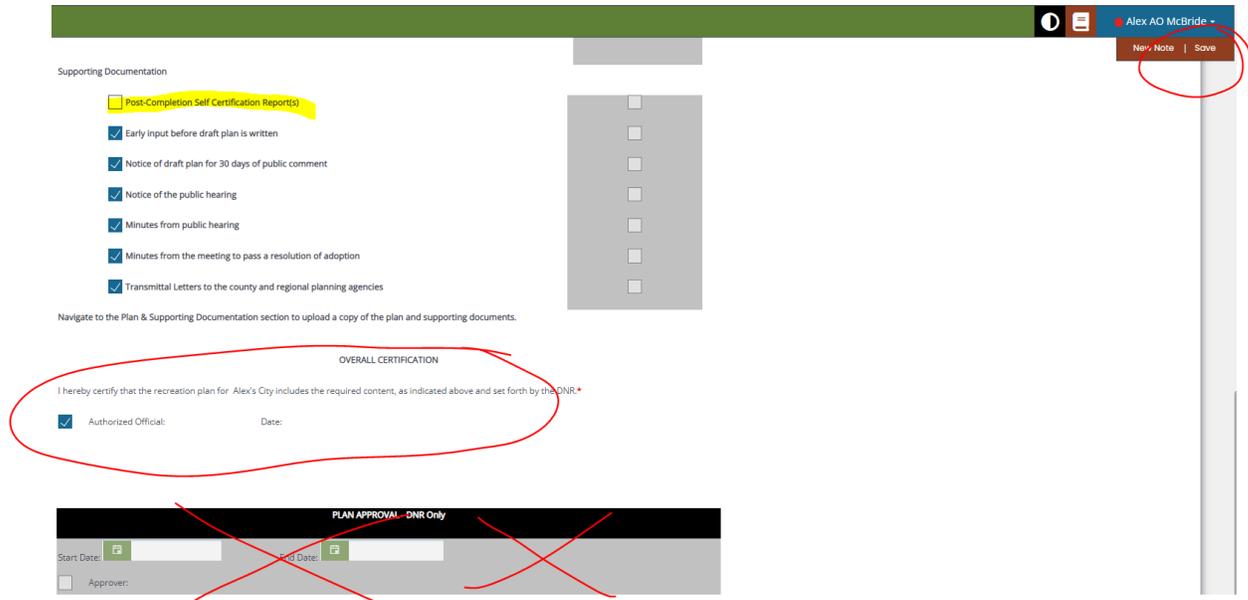
Goals & Objectives

Action Program

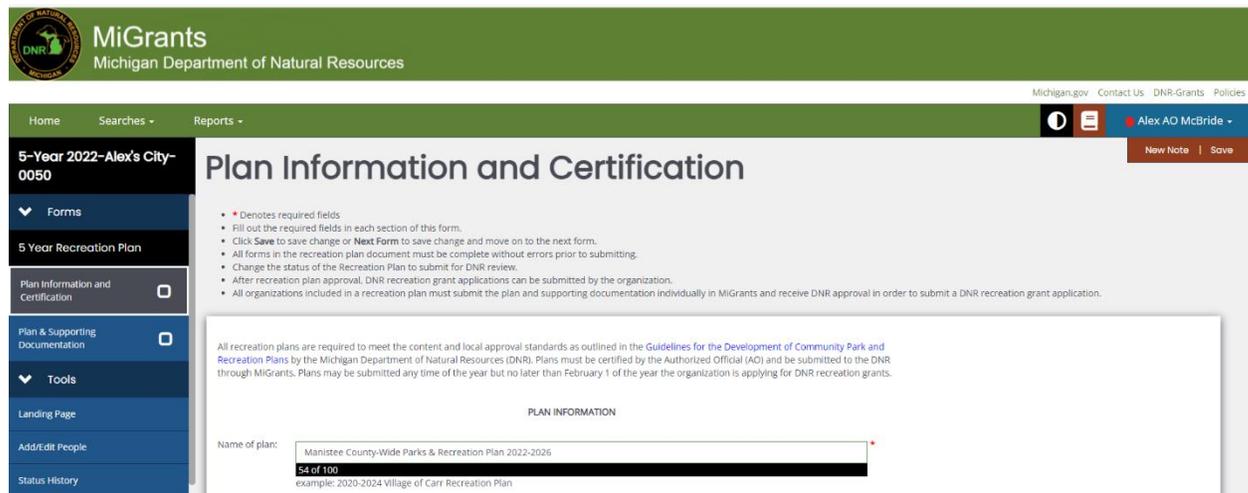
DNR Approval

4. Scroll down to Supporting Documentation

- a) Post-Completion Self Certification Reports are only checked if your jurisdiction has had a Past Grant. If so, click this box. If not, ignore.
- b) The remaining boxes can be checked.
- c) Under OVERALL CERTIFICATION, once you click the box, then click "Save" in the top right, under your name, your name and the date will appear.
- d) Ignore the Plan Approval Box.



5. Scroll to the top. On the left hand navigation pane, click Planning & Supporting Documentation.



6) Starting at the top upload:

a) 5-Year Recreation Plan – document called “5-Year Recreation Plan”

b) Early public input before the plan is drafted - upload the document attached called “Early Public Input”

c) Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment - Please upload the document called “Copy of Notices”

Date of Notice: (10/1/2021)

Type: Newspaper

Plan Location: Online

Duration of the Draft Plan Public Review Period: 30 days

The screenshot shows a web application interface for 'Plan & Supporting Documentation'. The top navigation bar includes 'Home', 'Searches', and 'Reports'. The user is logged in as 'Alex AO McBride'. The main content area is titled 'Plan & Supporting Documentation' and contains instructions for users. The instructions list several requirements: denoting required fields, filling out required fields, uploading one file per upload area, clicking 'Save' to save changes or 'Next Form' to move on, ensuring all forms are complete, changing the status of the Recreation Plan to submit for DNR review, and referring to the 5-year recreation plan booklet for guidance. Below the instructions, there are three sections for file uploads: '5-Year Recreation Plan', 'Early public input before the plan is drafted', and 'Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment'. Each section has a 'Select' button and a 'Drag Files Here' link. There are also input fields for 'Date of Notice' (with a calendar icon), 'Type of Notice' (with a dropdown menu showing '0 of 25'), and 'Plan Location' (with a text input field). The left sidebar contains a navigation menu with options like 'Forms', 'Tools', 'Status Options', and 'Related Documents'. The bottom of the sidebar shows 'Initiate Related Doc'.

7. Scroll down to Copy of the Notice for the Public Meeting Held after the One-Month Public Review Period ... the Governing Body: Add the same Public Notice from above. Called “Copy of Public Notices”

Date of Notice: 10/21/2021

Type: Newspaper

Date of Meeting: *this section should match the actual date of your jurisdictions public meeting to receive public comments (the upload should match)*

8. Certified minutes from the public hearing: **Certified, final meeting minutes** that record the public comments received during **your jurisdiction's** meeting are needed as Zach mentioned. It's okay if you did not receive any public comments during the meeting, but the minutes must demonstrate it was completed.

9. Certified minutes from the meeting to pass a resolution of adoption (if different than the public hearing): If your public hearing and adoption occurred at the same meeting, please upload the same document as above. If you had a separate meeting to adopt the plan via a resolution, please upload those meeting minutes.

10. Certified resolution of adoption by the highest governing body: Please upload **your jurisdiction's resolution** to formally adopt the plan.

Date of Resolution: Please add the date where the resolution was passed.

Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies) *

Drag Files Here

Date of Notice:

Type of Notice:

Date of Meeting:

Certified minutes from the public hearing *

Drag Files Here

Certified minutes from the meeting to pass a resolution of adoption (if different than public hearing) *

Drag Files Here

Certified resolution of adoption by the highest governing body *

Drag Files Here

Date of Resolution

11. Scroll down. If you have a parks board or commission and they also adopted the plan fill out, if not ignore.

12. Copy of letter transmitting the adopted plan to the County Planning Agency: Upload the document titled "Letter to County Planning Agency"

13. Copy of letter transmitting the adopted plan to the Regional Planning Agency: Upload the document titled "Letter to Regional Planning Agency"

14. Post Completion Self-Certification Reports: Upload Post Completion Reports WITH PHOTO OF THE PLAQUE here if your jurisdiction has received a PAST GRANT. If you have not received a past grant, please upload a word document stating the jurisdiction has not received any grants.

Certified resolution of recommendation by the parks board, commission, etc.(optional)

[Drag Files Here](#)

Date of Resolution

Commission/Board Name:

0 of 50

Copy of the letter transmitting the adopted plan to the County Planning Agency *

[Drag Files Here](#)

Copy of the letter transmitting the adopted plan to the Regional Planning Agency *

[Drag Files Here](#)

Post-Completion Self-Certification Report(s) *

[Drag Files Here](#)



Click SAVE.

15. Once you are done, use the left-hand navigation pane and scroll down to see the “Status Options”. Click “5-Year Recreation Plan Submitted”

Home Searches Reports Alex AO McBride

5-Year 2022-Alex's City-0050

Plan & Supporting Documentation

Instructions:

- * Denotes required fields
- Fill out the required fields in each section of this form
- Upload one file per upload area; combine documents into one file if needed
- Click **Save** to save change or **Next Form** to save change and move on to the next form
- All forms in the recreation plan document must be complete without errors prior to submitting
- Change the status of the Recreation Plan to submit for DNR review
- Refer to the 5-year recreation plan booklet here for guidance.

PLAN AND SUPPORTING DOCUMENTATION

5-Year Recreation Plan *

Select Drag Files Here

Early public input before the plan is drafted *

Select Drag Files Here

Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment *

Select Drag Files Here

< Previous Form

You should receive an email confirming it has been submitted within 10 minutes of clicking submit.