

**FREQUENTLY ASKED QUESTIONS Updated 7/26/17**  
**THE INGHAM COUNTY TRAILS AND PARKS MILLAGE GRANT APPLICATION PROCESS**

In November 2014, Ingham County voters approved a new millage to support the development of a county-wide regional trails and parks system. The .5 mill, six-year levy raises an estimated \$3.4 million per year through 2020. Annually, the funds are reviewed and made available for funding of projects as recommended by the Park Commission and approved by the Board of Commissioners.

**A Third Round – Applications due by 5:00 p.m. on August 31, 2017:** A third round of applications will be accepted beginning July 26, 2017 and due by 5:00 p.m. on August 31, 2017. These applications will address new construction and special projects (including blueways) as well as repairs, rehabilitation, long-term maintenance projects with priority given to those as identified as a regional priority corridor in figure 24 (page 27) of the Ingham County Trails and Parks Comprehensive Report, and small grant requests up to \$50,000 for small communities (small community defined as Ingham County municipalities which contribute less than 5% of total county trails and parks millage-see Figure 1) addressing the same as above.

**Q: Can more than one project be submitted on one application?**

No, it is critical that each project have its own application.

**Q: Who is eligible to apply for Trails and Parks Millage Funds?**

Ingham County municipalities, from which millage dollars are drawn, are eligible to apply for the Ingham County Trails and Parks program. In addition, a 501(c)(3) non-profit organization will be eligible to apply for millage eligible projects so long as they partner with an Ingham County municipality which contributes tax dollars to the Trails and Parks Millage.

**Q: What types of categories will be considered in the millage application process in future rounds?**

The Ingham County Trails and Parks Task Force has determined and defined broad project categories that are eligible for millage fund expenditures. They include and are defined as follows:

1. **New Construction** – This would involve the construction of new trails and trail gaps where none currently exist.
2. **Repairs, Rehabilitation, Long-Term Maintenance** – This would involve the repair, replacement or re-construction of an existing trail infrastructure to bring it up to acceptable safety or design standards. Long-term maintenance is also included in this category and defined as that which extends the life of a trail “preserving a trail to optimal standards while excluding activities such as snow and trash removal, and grass mowing.” (Task Force Meeting of December 10, 2015). Routine maintenance or the everyday upkeep of a trail which would include tasks such as mowing, trash pick-up, leaf/debris blowing, dead limb removal, herbicide spraying or restroom cleaning are activities that are intentionally excluded from millage expenditures.
3. **County Parks** – This would involve potentially funding for Ingham County Parks facility repairs, upgrades and improvements (utilizing match toward State and Federal Grants whenever possible) that have been deferred due to previous years’ lack of funding.
4. **Special Projects** – This could involve awarding communities initial trails planning grants to rural and/or smaller municipalities. It could also include supporting region-wide projects such as wayfinding, trail user studies, trail town initiatives, trail ambassador volunteer coordination, adopt-a-trail programs, (including blueways), etc.

- 5. Small Grant** – the Board of Commissioners will provide for consideration for small communities in Ingham County which contribute less than 5% of total county trails and parks millage revenue (See Figure 1). Small communities may apply for grants of less than \$50,000 during each application round. Staff is directed to provide additional needed technical assistance for completing applications. These projects will be considered separately from the other applications. Small grants must also meet defined broad project categories that are eligible for millage fund expenditures as defined above in items 1, 2 and 4.

**Q: Will the results of the application review be made public?**

Yes the entire process is public: <http://pk.ingham.org/InghamCountyTrailsandParksMillage.aspx>.

**Q: What does the grant application process look like? How is funding distributed?**

Acting in an advisory capacity to the County Board of Commissioners the County Parks and Recreation Commission will review and evaluate the submitted applications and make a final recommendation(s) to the County Board of Commissioners for millage fund appropriations within a prescribed timeframe. The evaluation process includes the following steps:

1. A review by the County Parks and Recreation Commission of all complete applications using the County's recommended scoring criteria;
2. The Parks and Recreation Commission then meets and discusses a final score, with a review of budgetary considerations for a final recommendation;
3. Recommendations are presented to County Board of Commissioners for review, **consideration** and final approval;
4. Recipients are announced and municipalities enter into a legal contract with Ingham County;
5. Municipalities report physical and financial completion to County. The County reimburses costs upon successful completion of work and only after successful review by Ingham County. Individual projects will be reimbursed based on actual expenses, in phases, to be defined in each individual contract.

**Q: Could the millage pay for prime professional and engineering costs?**

Potentially, if a community needs to apply for these funds to engage in the process because they do not have professional staff to perform these functions then it would be considered fundable. The cost of these services could be part of a larger application or requested separately under the special projects category.

**Q: To apply, does our community need matching dollars?**

Projects that have the potential to be funded through state or federal grants, donations, partner contributions, *in-kind support*, or other funding sources will receive a higher priority than projects without other identified funding opportunities. To determine whether a project has leveraged potential available funds, a project should address the following matching % to receive points, *match = what total percent of the project all matching dollars account for:*

0-	= 0 pts
1-9%	= 2 pts
10-49%	= 5 pts
50-59%	= 10 pts
60-69%	= 11 pts
70-79%	= 12 pts
80-89%	= 13 pts
90+%	= 14 pts

**Q: Important notes for project eligibility recommended by the Park Commission:**

The Park Commission will not entertain fund application requests for projects that have been locally approved and bid. Projects will not be approved that award funding retroactively, and retroactive match will also not be considered.

Granting of proposals to municipalities is subject to the acquisition of local or grant match funding awarded when included in the original proposal.

The Board of Commissioners may tentatively allocate funding for projects over a multi-year period (an annual amount not to exceed 70% of projected future millage revenue in any given year) to provide flexibility and to construct large projects in multi-year phases.

The Park Commission recommends considering assisting to fund the development of a community's first trails plan for the Ingham County Trails and Parks Millage Application Process

**Q: Who is primarily responsible for building and maintaining trails?**

It is up to each local municipality to build and maintain trails in their jurisdictions. Trail maintenance is a multi-faceted and costly responsibility. As such, the responsibilities for it can be tackled through a few different systems to ensure the ongoing optimal standards are met for safety, enjoyment, and preservation of the asset. *Examples of maintenance options were provided in the Appendix of the final report from Mannik-Smith.*

**Q: Who owns the trails in Ingham County?**

The local municipalities.

On the next page you can see the regional priority corridors for Ingham County Trails and Parks Comprehensive Report.

The regional network represents a long-term vision and is intended to serve as a guide for future funding and implementation. It proposes several routes for the establishment of non-motorized facilities. The proposed corridors and routes include land trails along water ways, roadways, and in parks as well as water trails along the Grand River, Red Cedar River and a portion of the Sycamore Creek. They connect the County's communities as well as the regional parks and destinations. The regional priority corridors for Ingham County are listed below in geographic order from the northeast corner of Ingham County to the northwest, then southwest, southeast and back to the northeast.

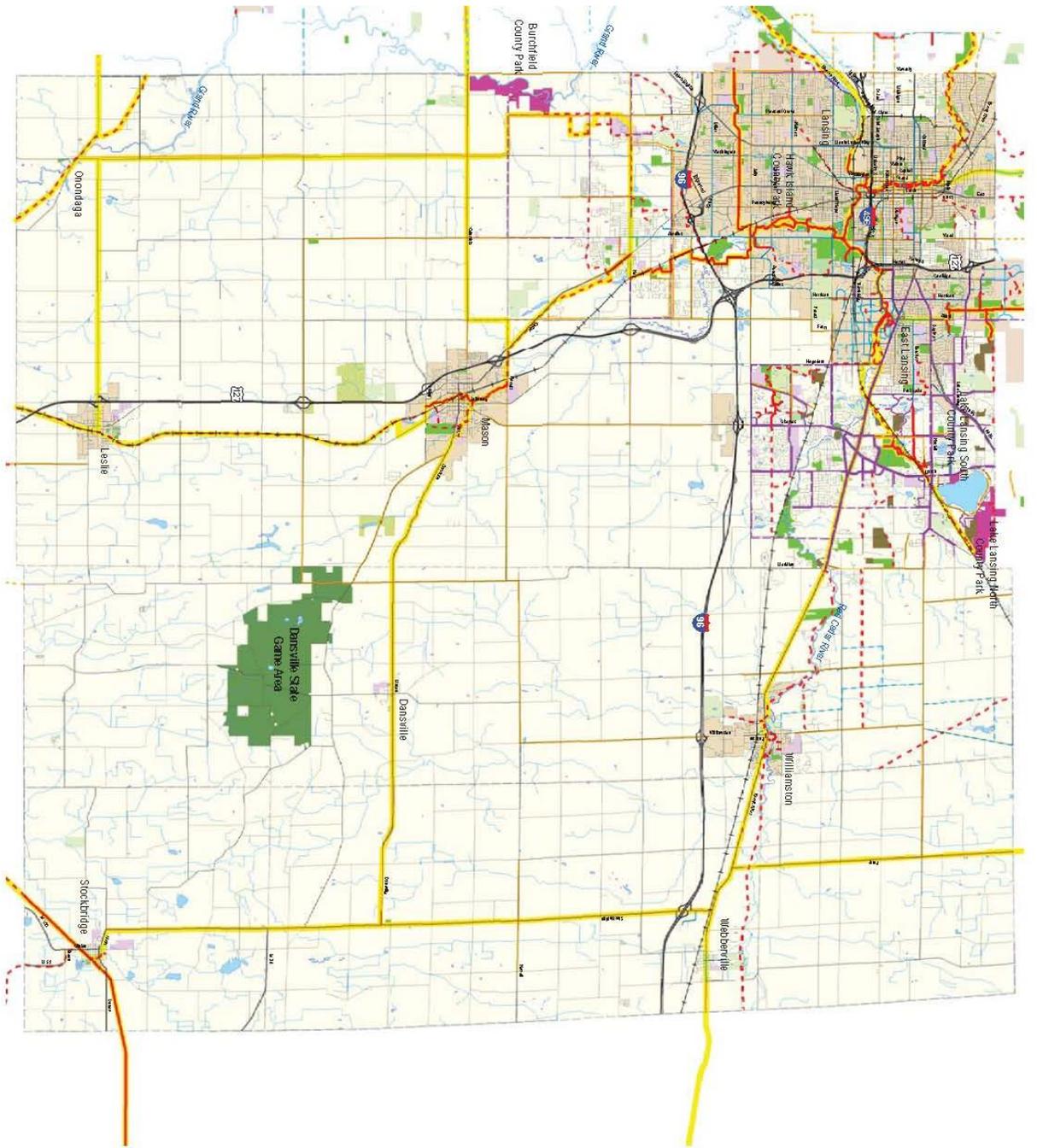
- Webberville west to Meridian Township and west to Livingston County through Grand River Avenue;
- The Red Cedar Water Trail;
- MSU to Lake Lansing County Parks;
- The River Trail in East Lansing, Lansing, and Delhi Township (including the Sycamore trail and the connection through Hawk Island County Park);
- The River Trail to the Northern Tier Trail;
- The River Trail to Clinton County;
- The River Trail northwest extension;
- The River Trail southwest extension;
- The south Lansing Trail;
- Delhi Township RAM Trail extension east;
- Delhi Township RAM Trail to Burchfield County Park;
- The Grand River Water Trail;

- Delhi Township to Mason's Hayhoe Trail;
- Hayhoe Trail to Vevay Township Hall and south to Leslie and Jackson County;
- North-South corridor connection along Onondaga Road;
- Southwest connector to Eaton and Jackson counties through the Thornapple Trail;
- Leslie to Onondaga and Eaton County connection through the Bellevue Road corridor;
- Mason west to Eaton County through the Columbia Road corridor;
- Mason East to M-52 along the Dansville Road corridor;
- Stockbridge to Webberville through the M-52 Road corridor; and
- Webberville to Shiawassee County through the M-52 Road corridor.

In addition, there is great recognition for the need to develop and build multi-use trails within each of the County Parks in order for trail users to get to and use the County Parks. This is particular true for Burchfield County Park and Lake Lansing North where multi-use trail loops are planned to be developed within the parks.

Establishing a countywide network of trails throughout Ingham County is key to the success of the County Trails and Parks millage. Figure 24, on the next page, depicts the conceptual regional non-motorized network and connections for Ingham County. The regional network includes the corridors identified in the recent MDOT University Region Non-Motorized planning effort as well as those identified in previous studies and initiatives such as the Heart of Michigan Trail and Greening Mid-Michigan.

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- Existing Shared Use Path
- Existing Side Path
- Existing Bike Lane
- Existing Paved Shoulder Greater Than 4 Feet
- Proposed Shared Use Path
- Proposed Side Path
- Proposed Bike Lane
- Proposed Paved Shoulders Greater Than 4 Feet
- Regional Corridors
- County Parks
- Protected Farmland & Open Spaces
- State Parks & Recreation Areas
- Local Parks
- Cemeteries
- Golf Courses
- Private Parks
- Schools

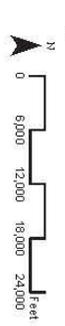


Figure 24  
**Ingham County**  
**Regional Trails & Parks Network**  
 Map Data Source: MGLD & MPO  
 January 2016  
 Michigan Trails and Greenways Alliance &  
 The Mank and Smith Group



**FIGURE 24**

## Ingham County Trails and Parks Program Application

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Figure 1.

### Ingham County Trails and Parks Millage Estimated Revenue by Municipality

Municipality	Total Generated Revenue	Estimated Loss to Tax Capture	Estimated Available Revenue	Percent of Total
Alaiedon Township	\$ 109,741	\$ -	\$ 109,741	3.3%
Aurelius Township	\$ 68,726	\$ -	\$ 68,726	2.1%
Bunker Hill Township	\$ 30,949	\$ -	\$ 30,949	0.9%
Delhi Township	\$ 347,613	\$ 85,205	\$ 262,408	7.9%
Ingham Township	\$ 36,313	\$ 2,953	\$ 33,359	1.0%
Lansing Township	\$ 132,989	\$ 25,128	\$ 107,860	3.2%
Leroy Township	\$ 58,849	\$ 4,955	\$ 53,894	1.6%
Leslie Township	\$ 40,164	\$ -	\$ 40,164	1.2%
Locke Township	\$ 34,146	\$ -	\$ 34,146	1.0%
Meridian Township	\$ 776,105	\$ 755	\$ 775,350	23.3%
Onondaga Township	\$ 39,593	\$ -	\$ 39,593	1.2%
Stockbridge Township	\$ 57,918	\$ 2,698	\$ 55,219	1.7%
Vevay Township	\$ 63,027	\$ 816	\$ 62,211	1.9%
Wheatfield Township	\$ 34,763	\$ -	\$ 34,763	1.0%
White Oak Township	\$ 28,502	\$ -	\$ 28,502	0.9%
Williamstown Township	\$ 109,531	\$ -	\$ 109,531	3.3%
East Lansing (City)	\$ 416,404	\$ 15,819	\$ 400,585	12.0%
Lansing (City)	\$ 958,232	\$ 32,290	\$ 925,942	27.8%
Leslie (City)	\$ 17,981	\$ 3,272	\$ 14,708	0.4%
Mason (City)	\$ 106,781	\$ 12,822	\$ 93,959	2.8%
Williamston (City)	\$ 50,716	\$ 7,295	\$ 43,422	1.3%
<b>Ingham County (Total)</b>	<b>\$ 3,519,041</b>	<b>\$ 194,009</b>	<b>\$ 3,325,033</b>	<b>100.0%</b>

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