



APPROVED

ACME TOWNSHIP SPECIAL BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Rd, Williamsburg, Michigan 49690
Wednesday, October 23, 2019, 8:00 a.m.

CALL TO ORDER WITH PLEDGE OF ALLEGIANCE at 8:00 a.m.

ROLL CALL: Members present: Aukerman, Jenema, Hoxsie, White
Members excused: Dye, Nelson, Scott
Staff present: L. Wolf Zoning and Planning
N. Edwardson, Recording Secretary

Casey Ressler, Development Director from Tart Trails was also present.

A. LIMITED PUBLIC COMMENT: Open at 8:00 a.m and closed at 8:01 a.m.

B. APPROVAL OF AGENDA:

Motion by Jenema to approve the Agenda as presented, supported by Aukerman, Motion carried unanimously.

C. INQUIRY AS TO CONFLICTS OF INTEREST: None

D. NEW BUSINESS:

1. Board Approval for 2020 Rural Development Fund Grant Application

White stated that Acme Township is seeking funding to complete the Traverse City to Charlevoix Trail: Bunker Hill Road to Bayside Park with a section running east toward the Meijer store and Grand Traverse Town Center development. This project will complete the first segment of Traverse City to Charlevoix Trail, providing critical rural infrastructure to support transportation, tourism and economic development.

Motion was made by Ackerman to approve submittal of this grant with refinements.

Hoxsie asked for discussion on the refinements being offered. Discussion followed.

Motion seconded by Jenema. Motion carried by unanimous roll call vote.

D. PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:

Jenema commented that Tart Trails are currently doing a road survey in the right-of-way laying the groundwork for a trail.

ADJOURN: Meeting adjourned 8:38 a.m.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a document from the official records of the township.


Cathy Dye, CMMC
Acme Township Clerk



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ACME TOWNSHIP HALL
6042 Acme Rd, Williamsburg, Michigan 49690
Wednesday, October 23, 2019, 8:00 am

GENERAL TOWNSHIP MEETING POLICIES

- A. All cell phones shall be switched to silent mode or turned off.**
- B. Any person may make a video, audio or other record of this meeting. Standing equipment, records, or portable microphones must be located so as not to block audience view.**

CALL TO ORDER WITH PLEDGE OF ALLEGIANCE
ROLL CALL

- A. LIMITED PUBLIC COMMENT:**
Public Comment periods are provided at the beginning and end of each meeting agenda. Members of the public may address the Board regarding any subject of community interest during these periods. Comment during other portions of the agenda may or may not be entertained at the moderator's discretion.
- B. APPROVAL OF AGENDA:**
- C. INQUIRY AS TO CONFLICTS OF INTEREST:**
- D. NEW BUSINESS:**
 - 1. Board Approval for 2020 Rural Development Fund Grant Application**
- F. PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:**

ADJOURN

Project Summary

Acme Township seeks funding to complete the *Traverse City to Charlevoix Trail: Bunker Hill Road to M-72 Segment*, a non-motorized multi-use trail between the current TART Trail terminus and Bayside Park in Acme Township with a section running east toward the Meijer Store and Grand Traverse Town Center development. The project will complete the first segment of the Traverse City to Charlevoix Trail, providing critical rural infrastructure to support transportation, tourism and economic development.

Project Information/Impact

Momentum is building in Northwest Lower Michigan to complete the Traverse City↔ Charlevoix Trail, joining the TART Trail in Traverse City with the Little Traverse Wheelway in Charlevoix and linking the communities of Traverse City, Acme, Elk Rapids, Eastport, Norwood and Charlevoix and providing access to parks, beaches, natural areas and other destinations along the US-31 corridor in NW Lower Michigan. A comprehensive project description, including maps, routes, planning documents, public meetings and support is provided at www.traversecitytocharlevoixtrail.org.

This project proposes to complete the first segment of the Traverse City to Charlevoix Trail.

A. What are the specific outcomes you will achieve due to the project?

The current TART Trail terminus at Bunker Hill Road does not provide easy access to local businesses or the public waterfront in Acme Township and does not provide parking. Once this project is completed, we expect increased local commuter use of the trail among residents to local businesses, including the Meijer store and Grand Traverse Towns Center development as well as increased trail use among visitors taking advantage of the public waterfront and parking at the recently renovated Acme Bayside Park.

In the longer term, the project will further the development and sustainability of land-based industries (tourism) and support infrastructure that benefits rural communities. It is well-known and documented that trails attract tourists and help the tourism industry thrive. In places such as NW Lower Michigan, renowned for scenic beauty, they link tourist destinations while providing visitors the option of forgoing their cars. Hand in hand with tourism, trails facilitate economic development with attractions along trails – hotels, restaurants, farm stands, breweries - as well as those located in communities connected by trails all benefitting from the development of the trail.

B. How will those outcomes be measured?

TART Trails has a long-standing trail use and monitoring program staffed by TART employees and volunteers. In the near term, TART Trails will conduct periodic counts of trail users along with surveys of individual users to determine how and why they are using the trails.

C. How will the project build capacity in rural communities?

Trail building is a community effort which requires coordination among multiple stakeholders, robust planning and community outreach. This has already occurred locally in Acme Township during the design phases for the project and will continue during construction. The coordination, planning and outreach build capacity within Township government and the other stakeholders to complete complex projects and create and cement the relationships needed for further development.

Trails are also infrastructure that benefits rural communities. Trails provide the setting for festivals and races and boost property values in proximity to trails. Further, as many rural residents struggle with basic transportation costs, alternative transportation options can reduce family costs. Lastly, trails and trail use provide a myriad of health, fitness and environmental benefits.

D. How will the project become financially viable? Who is providing the match?

Once complete, the trail will be financially viable, only requiring periodic maintenance. Acme Township, TART Trails and other municipal and non-profit partners are in the early stages of developing a funding and operational agreement that would guide the long-term maintenance of the entire Traverse City to Charlevoix Trail.

In the meantime, Acme Township in conjunction with TART Trails, will guide and perform maintenance activities on the Bunker Hill Road to M-72 segment of Trail. Trail maintenance is performed in accordance with the Michigan Recreation and Parks Association Trail Maintenance Manual.

The following items illustrate the trail's anticipated maintenance tasks, frequency, and costs:

- Operational Maintenance: \$2,900 annually
 - o Updating surface markings and signage – as needed
 - o Debris and trash pickup - weekly
 - o Debris and tree limb clearing – as needed
 - o Brush/understory trimming - annually
 - o Mowing – every four weeks
 - o Minor isolated surface repair – as needed
 - o Isolated boardwalk board replacement – as needed
- Preventative Maintenance: \$950 annually
 - o Safety inspection – weekly
 - o Sever/cut tree roots – every seven years/as needed
 - o Crack sealing – as needed

- Snow Removal: \$2,000 annually
 - o Snow blowing/plowing – accumulation of 3”+ of snow, 7 days/week

Total annual operational, preventative, and snow removal maintenance cost: \$5,850

The development of this trail is expected to cost nearly \$1 Million. The anticipated funding breakdown is as follows:

- Acme Township - \$75,000 (secured)
- Iron Belle Trail Fund - \$300,000 (secured)
- TART Trails - \$198,400 (secured)
- Cherry Capital Cycling Club - \$10,000 (secured)
- MDNR Trust Fund - \$300,000 (pending)
- MDARD Rural Development Fund - \$100,000 (pending)

E. Will the project be sustainable after the grant period?

Yes. See above.

F. What is the near-term and long-term impact of the project?

In the near term, the project will connect the existing TART Trail terminus at Bunker Hill Road with the new Meijer store and the recently completed Bayside Park in Acme Township, providing both commuter options for local residents and linking the beach, park amenities and trailhead parking in Acme Township with the regional TART Trail network.

In the long term, the project completes the first leg of the Traverse City to Charlevoix Trail, linking the many communities and regional assets along the US-31 corridor and connecting TART's 28 mile trail system between Suttons Bay and Acme with Top of Michigan Trails Council's 26 mile Little Traverse Wheelway Trail starting in Charlevoix. Closing the 46 mile Traverse City to Charlevoix gap will create a 325 mile nonmotorized transportation and recreation trail network in northern Lower Michigan.

G. How will the project provide a regional benefit?

As mentioned previously, the trail project is the first step in completing the Traverse City to Charlevoix Trail which will enhance the regional identity of Northwest Lower Michigan helping create vibrant communities that attract visitors and retain residents and businesses.

H. Will the project lead to job creation and private investment?

Yes, in the long-term, trails have been shown to increase private investment both along trail corridors and in the communities linked by trails. In Northwest Lower Michigan, trails increase visitors to existing service-oriented businesses (hotels, restaurants, breweries, etc.) and boost retail sales (bike rentals, biking gear and accessories).

At the 2014 Pure Michigan Governor's Conference on Tourism, bicycle tourism was identified as one of the major tourism marketing thrusts for Michigan in the coming years. The Michigan Department of Transportation (MDOT) 2014 study found that bicycling provides an estimated \$668 million annually in economic benefits to our state's economy, and \$22 million in spending from out-of-state participants in key bicycling events.

The Vasa Economic Impact Study, commissioned by TART Trails in 2014, found that events and day-use generate more than \$2.6 million annually in direct economic impact to the Traverse Area community and supports the idea that trails play an important role in the health and vitality of our local community.

The 2015 Assessing Use and Users on the Little Traverse Wheelway, the Northwest State Trail and the North Central State Trail study conducted by Michigan State University found that about half of trail users spent money during their trail visit, with many enjoying area restaurants and shopping. About a third of those noted that trail use increased their spending. This is a substantial boost to the local economy.

I. Will the project leverage additional federal, state or local funding?

As mentioned above, this specific project is a broad funding partnership with both local (Acme Township), state (MDNR), private and non-profit funding anticipated. The Traverse City to Charlevoix Trail Project was recently awarded a \$2.4 Million dollar grant from the State of Michigan (MDOT) to complete trail design and routing along the entire trail corridor (expected by 2023) and will require close to \$50 Million to complete; broadly split 60/40 between public and private funding sources.

J. Please list stakeholders/supporters of the project.

PROJECT PARTNERS

Acme Township, TART Trails, Top of Michigan Trails Council, Grand Traverse Regional Land Conservancy, Networks Northwest

COOPERATING PARTNERS

The Village of Elk Rapids

Rotarty Club of Elk Rapids
Elk Rapids Chamber of Commerce
Grand Traverse County Road Commission
Grand Traverse County Planning Commission
Grand Traverse County Parks and Recreation
Antrim County Planning
Antrim County Parks and Lands Committee
Elk Rapids Township
Whitewater Township
Acme Township
Banks Township
Norwood Township
Charlevoix County Planning
Charlevoix County Parks & Recreation
Michigan Department of Transportation
Michigan Department of Natural Resources Parks & Recreation Division
Fisherman's Island State Park

Project Timeline and Workplan

Final Engineering – March – June, 2020

Construction – June 2020 – June, 2021

Placement of Trail amenities, Completion and Ribbon Cutting – July, 2021 – September, 2021

Budget and Narrative

The application budget table lists Contractual Costs for Final Engineering and Construction. The entire project will be contracted through Acme Township regular bid proposal process and the detailed budget (through design and preliminary engineering) is attached to this proposal.



2020 RURAL DEVELOPMENT FUND GRANT APPLICATION FORM

INSTRUCTIONS: Please read the Rural Development Fund Guidelines prior to completing this application form. Please complete all sections of this form. The application form must be submitted as a Microsoft Word Document (font size Arial of 11).

This grant opportunity is to promote the sustainability of land-based industries and support infrastructure that benefits rural communities in the following areas:

- Food and Agriculture
- Forestry
- Mining
- Oil and Gas Production
- Tourism

The grant funds are available for projects that address expansion and sustainability of land-based industries; worker training related to land-based industries; and energy, transportation, communications, housing, water and wastewater infrastructure to benefit rural communities and Micropolitan statistical areas.

PROJECT TYPE (please check primary Project type)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Infrastructure Development | <input type="checkbox"/> Business Development |
| <input type="checkbox"/> Rural Capacity Building | <input type="checkbox"/> Talent Development/Training |

APPLICANT INFORMATION (See guidelines for Eligible applicants)

TITLE OF PROJECT (limit to 15 words or less): Traverse City to Charlevoix Trail: Bunker Hill Road to M-72 Segment

Legal Name of Applicant Organization: Acme Township

Address (Street, City, Zip): 6042 Acme Road, Williamsburg, MI 49690

Profit or Non-Profit Organization: Local Government

County: Grand Traverse County

DUNS Number (if applicable): [Click or tap here to enter text.](#)

Primary Contact Name: Doug White

Title: Acme Township Supervisor

Address: 6042 Acme Road, Williamsburg, MI 49690

E-Mail: dwhite@acmetownship.org [check this]

Phone: 231-938-1350

FUNDING REQUEST (Round to Nearest \$100, Maximum total grant amount request is \$100,000)

Total Grant Amount Requested:	\$100,000
Total Match (Must be at least a 30% cash match of the grant amount requested)	\$883,400
Total Project Amount:	\$983,400

PROJECT SUMMARY

Provide a concise description of the project and how the project will support land-based industries and rural communities. Acme Township seeks funding to complete the Traverse City to Charlevoix Trail: Bunker Hill Road to M-72 Segment, a non-motorized multi-use trail between the current TART Trail terminus and Bayside Park in Acme Township with a section running east toward the Meijer Store and Grand Traverse Town Center development. The project will complete the first segment of the Traverse City to Charlevoix Trail, providing critical rural infrastructure to support transportation, tourism and economic development.

PROJECT INFORMATION/IMPACT

Provide a focused and well-defined project description and the specific goals and outcomes that will be accomplished due to this grant. (Please address the following in your response.)

- A. What are the specific outcomes you will achieve due to the project?
- B. How will those outcomes be measured?
- C. How will the project build capacity in rural communities?
- D. How will the project become financially viable? Who is providing the match?
- E. Will the project be sustainable after the grant period?
- F. What is the near-term and long-term impact of the project?
- G. How will the project provide a regional benefit?
- H. Will the project lead to job creation and private investment?
- I. Will the project leverage additional federal, state or local funding?
- J. Please list stakeholders/supporters of the project.

Project Information/Impact

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Please list stakeholders/supporters of the project.

PROJECT PARTNERS

Acme Township, TART Trails, Top of Michigan Trails Council, Grand Traverse Regional Land Conservancy, Networks Northwest

COOPERATING PARTNERS

The Village of Elk Rapids; Rotary Club of Elk Rapids; Elk Rapids Chamber of Commerce; Grand Traverse County Road Commission; Grand Traverse County Planning Commission; Grand Traverse County Parks and Recreation; Antrim County Planning; Antrim County Parks and Lands Committee; Elk Rapids Township; Whitewater Township; Acme Township; Banks Township; Norwood Township; Charlevoix County Planning; Charlevoix County Parks & Recreation; Michigan Department of Transportation; Michigan Department of Natural Resources Parks & Recreation Division; Fisherman's Island State Park

PROJECT TIMELINE AND WORK PLAN

Describe all activities that will be performed to accomplish the objectives of the project. All projects must be completed within the 18-month grant period. Projected starting date for grant project March 2020.

GRANT WORK PLAN	
Tasks	Projected Completed by (date)
Final Engineering	June, 2020
Construction	June, 2021
Final Trail amenities, Trail completion	September, 2021
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

BUDGET NARRATIVE

Please use the table below and provide a brief description of how funds will be used for each funding category. (This is a cost reimbursement grant program). **The 30% cash match does not need to be on every single line item. It may be on one single item if appropriate.** (ex. Equipment: Walk-in cooler Requested Funds -\$100,000; Matching funds -\$30,000)

Item	Requested Funds	Matching Funds – (30% cash match required)	Project Totals
Equipment			
Click or tap here to enter text.	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Click or tap here to enter text.	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Click or tap here to enter text.	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Total Equipment	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Materials and Supplies			
Click or tap here to enter text.	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Click or tap here to enter text.	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Click or tap here to enter text.	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Total Materials/Equipment/Supplies	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Contractual			
Final Engineering and Construction	\$ 100,000	\$ 883,400	\$ 983,400
Click or tap here to enter text.	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Click or tap here to enter text.	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Total Contractual	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Personnel and Salaries			
FTE, % of time, salary, etc.	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Click or tap here to enter text.	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Total Personnel/Salaries	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Other (Please list activities)			
Click or tap here to enter text.	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Click or tap here to enter text.	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Click or tap here to enter text.	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Total Other	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>
Total Project Cost	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>	\$ <small>Click or tap here to enter text.</small>

Authorization:

By submitting this Application, the Authorizing Agent is guaranteeing that the information contained in this Application is correct and verifiable. The Authorizing Agent is also affirming that the funds requested herein will be used for the specific purpose outlined in this Application and for no other purpose.

Grant Deadline: **All proposals must be received by 3 p.m. Eastern Standard Time on Tuesday, October 29 2019**, via MDA-grants@michigan.gov. If you do not receive a confirmation of receipt from our office within 24 hours, please call 517-284-5734.



2020 RURAL DEVELOPMENT FUND GRANT INSTRUCTIONS

Project Type: Please select the project type that best describes your project.

Applicant Organization Information/Primary Contact: The Applicant Organization Name and Primary Project Manager contact information including phone number and email address. This person is responsible for signing the grant agreement and will serve as the main point of contact for all project inquiries. Include your Data Universal Numbering System (DUNS) number, if applicable.

Eligible Applicants:

- Organizations
- Businesses
- Individuals
- Federally Recognized Tribes
- Educational Institutions
- Local Units of Government (county, city, township, village, school district; any authority composed of counties, cities, townships, villages and school districts or combination of these entities)

Eligible Rural Communities & Micropolitan Statistical Areas:

Projects in the following counties are eligible rural (60,000 population or less), or Micropolitan statistical areas:

- | | | |
|--------------|------------------|----------------|
| • Alcona | • Gogebic | • Mecosta |
| • Alger | • Grand Traverse | • Menominee |
| • Allegan | • Gratiot | • Missaukee |
| • Alpena | • Hillsdale | • Montmorency |
| • Antrim | • Houghton | • Newaygo |
| • Arenac | • Huron | • Oceana |
| • Baraga | • Ionia | • Ogemaw |
| • Barry | • Iosco | • Ontonagon |
| • Benzie | • Iron | • Osceola |
| • Branch | • Isabella | • Oscoda |
| • Cass | • Kalkaska | • Otsego |
| • Charlevoix | • Keweenaw | • Presque Isle |
| • Cheboygan | • Lake | • Roscommon |
| • Chippewa | • Leelanau | • Saint Joseph |
| • Clare | • Lenawee | • Sanilac |
| • Crawford | • Luce | • Schoolcraft |
| • Delta | • Mackinac | • Shiawassee |
| • Dickinson | • Manistee | • Tuscola |
| • Emmet | • Marquette | • Wexford |
| • Gladwin | • Mason | |

Per the Rural Development Fund Act criteria, preference must be given to projects in the region in which revenues are generated and include Marquette County.

Rural Development Grant Amount Request: Indicate the dollar amount requested for grant funding, **maximum grant amount requested is \$100,000**. Please round dollar amounts to the nearest \$100.

Matching Funds: Indicate the dollar amount of matching funds. Matching funds must be at least 30% of the total Rural Development grant amount request. For example, if you are requesting \$100,000 then you must provide a match of at least \$30,000. Cash match is required. In-kind match will be considered as part of the review criteria but will not count towards minimum match requirements. Salaries may be included as in-kind match if the applicant can demonstrate that the time and salaries included were directly spent to support the project seeking grant funding. Cash match need not be on every single line item. It may be on one item or just a few as long as it meets 30% of total grant request.

Project Summary: Include a concise project summary suitable for dissemination to the public. A Project Summary provides a brief description of your project. Include the name of the applicant organization; a concise outline of the project's outcome(s); and a description of the general tasks to be completed during the project period to fulfill this goal.

Project Information/Impact: Please make sure to address the questions included in this section as well as identifying individuals, organizations, and/or entities that committed to this project and how they will support this project.

Budget Narrative: This is a cost reimbursement program. Provide justification for your budget proposal that is outlined in the Budget Form. Please include sources and amounts of match dollars and any in-kind funding. The budget narrative must include the following categories (if applicable to project) and a budget narrative that provides justification for such budget categories and items:

- **Infrastructure Development:** Please identify the specific infrastructure project and the costs associated with the project, including location of the project.
- **Equipment:** Indicate anticipated purchases of equipment. List separately each item of equipment and its cost. Equipment means any tangible, nonexpendable, personal property, including exempt property charged directly to the grant. In the budget narrative, provide the basis of the cost estimate (e.g. price analyses, vendor quotes) for each piece of equipment and its correlation to the purpose/goals of the project to justify your need for the equipment to be purchased.
- **Materials/Supplies:** Provide an estimate of projected supply expenditures. Applicants must list each item separately, its cost and use. Supplies means any tangible, personal property other than equipment (as defined above), excluding debt instruments and inventions. In the budget narrative, provide the basis of the cost estimate (e.g. price analyses, vendor quotes) for each supply item being requested and its correlation to the purpose/goals of the project to justify your need for the supplies to be purchased.

- **Contractual:** List the contractor's name and title and the general categories of services the contractor cost will cover.
 - A. For contractors, indicate if the expense represents a flat fee for services or an hourly rate. Provide justification for how and why the contractor was selected vs. the organization's own staff/personnel. List the general categories of services the contract covers (e.g., professional services, travel, lodging, administrative expenses, etc.).
 - B. Proof must be provided of the customary charges for such services rendered, based on the individual's qualifications.

- **Personnel/Salaries:** List the individual's name and title and the general categories of services the person will perform (e.g., project manager). Show annual/hourly rates and estimated number of hours to be spent on the project by each project participant. This section should be used only for work that will be completed directly by the applicant. Any work performed by contractors, should be included in the contractor section. In the budget narrative:
 - A. Indicate the duties of each individual and correlate those duties to the purpose/goals of the project.
 - B. Proof must be provided of the customary charges for such services rendered, based on the individual's qualifications.

- **Fringe Benefits:** Please include costs of fringe benefits for personnel included in personnel/salaries category. Items include social security and Medicare, state unemployment insurance, worker's compensation insurance, disability insurance, retirement and health insurance supplement.

- **Other:** Provide in sufficient detail an itemized list of projected expenditures, their cost and use. Other items mean any item not fitting into the personnel, contractual, equipment, travel, and supplies categories explained above (e.g., rentals). In the budget narrative, provide the basis of the cost estimate (e.g. price analysis, vendor quotes) for each item being requested and its correlation to the purpose/goals of the project to justify your need.

Grant Deadline: All proposals must be received by 3 p.m. Eastern Standard Time on Tuesday, October 29, 2019, via MDA-grants@michigan.gov. If you do not receive a confirmation of receipt from our office within 24 hours, please call 517-284-5734.

Equal Opportunity: The State of Michigan and the Department of Agriculture & Rural Development prohibit discrimination on the basis of religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.

To file a complaint of discrimination, please contact: MDARD Office of Legal Affairs, 525 West Allegan, Lansing, MI 48909, or call 517-284-5729.

You may also contact the Michigan Department of Civil Rights at:

Phone: 313-456-3700

Fax: 313-456-3701

Toll-Free: 800-482-3604

TTY: 877-878-8464

Email: MDCRServiceCenter@michigan.gov

Organizational Capacity Survey

The objective of the Organizational Capacity Survey is to attain an understanding of your organization's systems, policies, processes, and practices. The information collected by this survey will be used by the Department of Agriculture & Rural Development (MDARD) as a tool to review the capacity of your organization to successfully execute the terms of this grant. NOTE: MDARD reserves the right to request a copy of any materials attested to in this Organization Capacity Survey.

Instructions:

- ~ Respond to each applicable question: some questions may not be applicable to your entity;
- ~ Submit with your application to MDA-grants@michigan.gov

Person completing this survey: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Phone / e-mail: [Click or tap here to enter text.](#)

1. Technology Resources. Does your organization:
 - a. Provide a computer for all employees/persons? Yes No
 - b. Have a dedicated e-mail account for all employees/persons Yes No
 - c. Have high-speed internet access? Yes No
2. What was your average annual employee turnover rate for the past two years?
[Click or tap here to enter text.](#)
3. Does your organization have the ability to effectively respond to sudden personnel changes on a:
 - a. Short-term basis (unexpected illness) Yes No
 - b. Intermediate-term basis (unexpected resignation) Yes No
 - c. Long-term basis (budgetary cutbacks necessitating staff reduction) Yes No
4. If you are a food establishment, do you hold a current license? Yes No
5. Has an audit by a Certified Public Accounting been finalized for the most recently completed fiscal year? Yes No
6. If "No", is one currently underway or scheduled? Yes No
7. Has your organization received funding for this project from another source? Yes No
8. Has your organization requested funding for this project from another source? Yes No
9. Has your organization received a federal or state grant award in the last two (2) years? Yes No
10. Does your organization use an automated accounting system? Yes No
If "Yes", what is the name of the system? [Click or tap here to enter text.](#)
11. Has your organization registered with [State Budget Office - Contract & Payment Express](#) Yes No

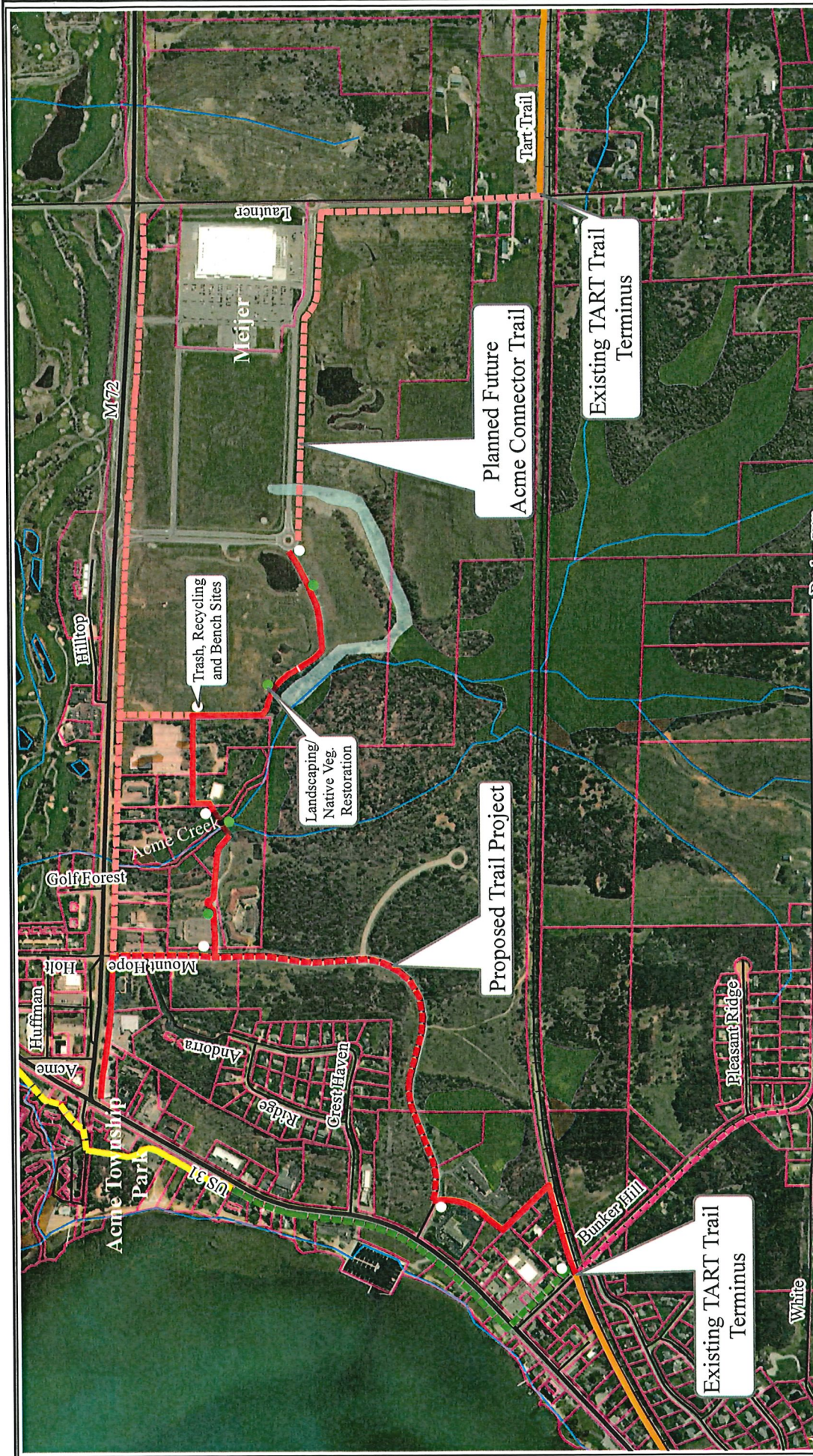
Supporting Documents

Budget and Narrative

The application budget table lists Contractual Costs for Final Engineering and Construction. The entire project will be contracted through Acme Township regular bid proposal process and the detailed budget (through design and preliminary engineering) is included here.

Trail Segment	Cost
Bunker Hill Rd to Mount Hope Rd	\$ 158,610
<i>10' wide accessible paved trail</i>	\$ 153,249
<i>wayfinding and interpretive signs</i>	\$ 1,150
<i>accessbile benches</i>	\$ 1,854
<i>trash and recycling receptacles</i>	\$ 1,783
<i>MDNR MNRTF program sign</i>	\$ 575
Mount Hope Rd to Samaritas	\$ 4,600
<i>shared road markings and signs</i>	\$ 4,600
Mount Hope Rd to Koti Development	\$ 261,781
<i>10' wide accessible paved trail</i>	\$ 118,030
<i>14' wide boardwalk</i>	\$ 41,423
<i>14' wide bridge</i>	\$ 98,052
<i>wayfinding and interpretive signs</i>	\$ 1,150
<i>accessbile benches</i>	\$ 1,488
<i>trash and recycling receptacles</i>	\$ 1,639
Koti Development	\$ 122,169
<i>10' wide accessible paved trail</i>	\$ 79,596
<i>14' wide boardwalk</i>	\$ 41,423
<i>wayfinding and interpretive signs</i>	\$ 1,150
Grand Traverse Town Center	\$ 283,802
<i>10' wide accessible paved trail</i>	\$ 192,645
<i>14' wide boardwalk</i>	\$ 45,644
<i>14' wide box culvert</i>	\$ 37,536
<i>wayfinding and interpretive signs</i>	\$ 1,725
<i>accessbile benches</i>	\$ 2,975
<i>trash and recycling receptacles</i>	\$ 3,278
Samaritas to M-72	\$ 1,150
<i>shared road markings and signs</i>	\$ 1,150
Mount Hope Rd to US-31/M-72 Intersection	\$ 109,768
<i>10' wide accessible paved trail</i>	\$ 109,193
<i>wayfinding and interpretive signs</i>	\$ 575
Materials & Constructions Subtotal	\$ 941,881
Final Engineering	\$ 15,000
Construction & Grant Administration	\$ 26,500
PROJECT TOTAL	\$ 983,381

Regional and Local Trail Maps



- ### TC Area Trails
- Proposed TC - CHX Trail - Separated Path
 - - - Proposed TC - CHX Trail - Shared Roadway
 - · - · - Proposed TC - CHX Trail - Boardwalk
 - - - Proposed TC - CHX Trail - Bridge
 - - - Proposed TC - CHX Trail - Culvert
 - - - Planned Future Acme Connector Trail
 - - - Existing TART-VASA Connector - Shared Roadway
 - - - Planned Future Acme Shoreline Trail, Separated Path
 - - - Existing Traverse City to Charlevoix - Separated Path
 - - - Planned Future Traverse City to Charlevoix, Shared-Use Path
 - - - Existing TART Trail - Separated Path
 - - - Existing TART Trail - Bicycle Lane
- ### Map Legend
- State Roads
 - + + + Rail
 - Roads/Streets
 - - - Grand Traverse Parcels
 - Streams & Rivers
- ### National Wetlands Inventory
- Aquatic Bed
 - - - Emergent
 - - - Forested
 - - - Scrub-Shrub

Map Data Sources: TART Trails, Grand Traverse County, Michigan Center for Geographic Information, Date: March 22, 2019

0 0.125 0.25 Miles

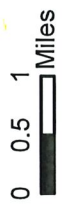
0 500 1,000 2,000 Feet

Map Data Sources: TART Trails, Grand Traverse County, Michigan Center for Geographic Information, Date: March 22, 2019

Globe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, IGN, GP, swisstopo, and the GIS User Community

Current Project
Acme Connector Trail

- Map Legend**
- Acme Connector Trail**
- Acme Connector Trail - Existing Path
 - Planned Acme Connector Trail - Future Phase
 - Planned Acme Connector Trail - Separated Path
 - Planned Acme Connector Trail - Shared Roadway
- TC Area Trails**
- Boardman Lake Trail
 - Boardman River Trail
 - Buffalo Ridge Trail
 - Cross Town Bicycle Route
 - Leelanau Trail
 - Mall Trail
 - NCTI-VASA Connector
 - North Country Trail
 - TART Trail
 - Proposed Traverse City to Charlevoix
 - VASA Pathway
 - VASA Marked Singletrack



Map Data Sources: TART Trails,
Grand Traverse County,
Michigan Center for Geographic Information
Date: January, 2019

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