

**CHARTER TOWNSHIP OF GARFIELD
PARKS AND RECREATION COMMISSION MEETING**

Monday, April 7, 2025 at 6:00 pm
Garfield Township
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

AGENDA

ORDER OF BUSINESS

**Call Meeting to Order
Pledge of Allegiance
Roll Call of Board Members**

1. Public Comment

Public Comment Guidelines:

Any person shall be permitted to address a meeting of The Parks and Recreation Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Board Rules and Procedures: a.) any person wishing to address the Board is requested to state his or her name and address. b.) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioner's questions. Where constrained by available time the Chairperson may limit the amount of time each person will be allowed to speak to (3) minutes. 1.) The Chairperson may at his or her own discretion, extend the amount of time any person is allowed to speak. 2.) Whenever a Group wishes to address a Committee, the Chairperson may require that the Group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak when constrained by available time.

2. Review and Approval of the Agenda – Conflicts of Interest

3. Review and Approval of Meeting Minutes – February 3, 2025

4. Correspondence

5. Reports

- a. Commissioner Reports
- b. Staff Report / Updates
 - i. Parks Steward Report
 - ii. Mountain Biking Subcommittee – Update
 - iii. PD-2025-26 – Commons Natural Area Accessible Trail Grant Project – Update

6. New Business

- a. PD-2025-27 – Garfield Township CIP Committee – Overview
- b. PD-2025-28 – EGLE Community Energy Management Program Grant – Discussion
- c. Lighting at Silver Lake Recreation Area – Discussion

7. Public Comment

8. **Items for Next Agenda** – June 2, 2025

9. **Adjournment**

Garfield Township will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to Garfield Township. Individuals with disabilities requiring auxiliary aids or services should contact Garfield Township by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620.

**CHARTER TOWNSHIP OF GARFIELD
PARKS and RECREATION COMMISSION
MEETING MINUTES
February 3, 2025**

Roll Call of Commission Members

Present: Art Bukowski (left 6:23), Chris Remy, Denise Schmuckal, William Scott, and Chris DeGood

Absent and Excused: Andy Hoort

Absent: Jessica Brutzman

Staff Present: Parks Steward Sean Kehoe and Deputy Planning Director Steve Hannon

Call to Order – Chair DeGood called the meeting to order at 6:00 pm.

Pledge of Allegiance – Recited by all in attendance.

Election of Officers (6:04) – Commissioners discussed who will serve as officers. *Schmuckal moved and Bukowski seconded to nominate DeGood as Chair, Scott as Vice Chair, and Remy as Secretary of the Parks and Recreation Commission for 2025.*

Yeas: Schmuckal, Bukowski, Remy, Scott, DeGood

Nays: None

1. Public Comment (6:06)

None

2. Review and Approval of the Amended Agenda – Conflicts of Interest (6:07)

Schmuckal moved and Scott seconded to approve the agenda as presented.

Yeas: Schmuckal, Scott, Bukowski, Remy, DeGood

Nays: None

3. Review and Approval of Meeting Minutes – October 7, 2024 (6:08)

Schmuckal moved and Scott seconded to approve the minutes of the December 2, 2024 meeting as presented.

Yeas: Schmuckal, Scott, Bukowski, Remy, DeGood

Nays: None

4. Correspondence (6:08)

None

5. Reports (6:09)**a. Commissioner Reports**

Schmuckal reported that the new Township Manager, Chris Barsheff, is keeping the Township Board informed. DeGood stated that the Planning Commission has a new member after the previous Chair Joe McManus was elected as Township Supervisor.

b. Staff Report/Updates**i. Parks Steward Report (6:10)**

Kehoe submitted his report in writing and presented highlights from the report. The trail is in place at the new Copper Ridge trailhead at Commons Natural Area and paving will take place in the spring. The playground for River East Recreation Area meets the criteria for GameTime (playground supplier) as a National Demonstration Site based on the seven steps of play. GameTime will provide the Township with a sign and QR code for the playground to allow the Township to track its usage. The Boardman-Ottaway River froze over and some flooding was reported around the Boardman Valley Nature Preserve. DeGood asked if there was any damage to the park infrastructure and Kehoe indicated there was not. Replanting of trees along the Buffalo Ridge Trail was nearly completed before snowfall. Kehoe described a piece of equipment that would help Staff carry out trash and other materials from any difficult to reach areas in the parks. Schmuckal indicated any purchases which do not need to be bid should still be reported to the Township Board under the Manager's Report.

ii. Mountain Biking Subcommittee – Update (6:24)

The subcommittee had their meeting immediately before the Parks and Recreation Commission meeting on February 3, 2025. Remy and Hannon provided a recap. The mountain bikers expressed an interest in seeing beginner and intermediate level trails in the park to complement the more advanced existing trails. Fundraising can be potentially coordinated with Hickory Hills and efforts to develop mountain bike trails at that park. One subcommittee member also offered to connect Staff to a contact at Munson who may help with efforts to facilitate a new trailhead on North Long Lake Road.

iii. PD 2025-9 – Commons Natural Area Accessible Trail Grant Project – Update (6:34)

Hannon stated that the Township Engineer, Gourdie-Fraser (GFA), is working on the final design for the trail and will prepare the plans, specifications, and bid documents to be reviewed by MDNR. Once reviewed by MDNR, the Township can advertise for bids and seek quotes for trail construction. Hannon indicated that this is a priority project for the Township, and it is anticipated it can be constructed this year.

6. New Business

a. PD-2025-8 – 2024 Parks and Recreation Commission Annual Report (6:41)

Hannon provided an overview of the 2024 annual report documenting the activities of Staff and the Parks and Recreation Commission. The report was received and filed and forwarded to the Township Board, after it was determined no motion was needed.

7. Public Comment (6:45)

None

8. Items for Next Agenda – April 7, 2025 (6:45)

Items for the next meeting include an update about the Commons Natural Area Accessible Trail grant project and consideration of future projects at the River East Recreation Area such as a potential second pavilion near the playground.

9. Adjournment

DeGood adjourned the meeting at 6:47 pm.

Chris Remy, Secretary
Garfield Township Parks & Recreation
Commission
3848 Veterans Drive
Traverse City, MI 49684



Charter Township of Garfield

Parks Report

Silver Lake Recreation Area

Security Camera replaced on restroom building.

The two wood duck boxes were checked, and both show evidence of wood ducks having a brood last spring. Probably will put a third one out along Robertson's Pond due to the success.

Contractor chosen for the crack, seal, and striping of parking lots and drive.

Opened up parking lots with the snow melting.

Night Lighting topic of conversation.

Commons

Gordie Frasier is starting to work on the design of the Universal accessible trail going in this summer.

Looking forward to the Copper Ridge Trailhead to be completed with Spring around the corner.

Mountain Bike subcommittee met. Good feedback and looking forward to new progress at the Commons.

River East

Playground delivered. Smaller sections stored inside barn.

GFA completing a RFP for a constructed bathroom. Canceling the contract with Easi-Set Bathrooms.

GFA will be out in the next week to stake playground and walking trail. Attached is a conceptual plan for future development (pavilions, more parking, etc.).

Boardman Valley

Contacted YMCA. Their snow removal company will be replacing the parking bumpers that they damaged.

Purchased four new pickleball nets to replace some worn ones.

Contractor on schedule to resurface and stripe pickleball courts in June.

Looking to replace fencing with Youth Works this season down the trail.

Contacted DNR Biologists for guidance of fish habitat in river and what we can do.

Miller Creek

Cleared some trees and a couple different occasions.

Trail user found an encampment deep across the creek. We staged most of it near trail to retrieve when conditions dry.

Kid's Creek

Contacting DNR Biologist about fish stocking vs. dredging possibly in 2026.

Looking to construct fish and wildlife habitat in pond and on shoreline.

Buffalo Ridge Trail


Contractor looking to start autumn olive removal along trail.

Most of the existing cedars and replanted trees are doing well with wet Spring.

Submitted April 2, 2025

Derek Morton

Sean Kehoe

	Charter Township of Garfield Planning Department Report No. 2025-26		
Subject:	Commons Natural Area Accessible Trail Grant Project – April 2025 Update		
Prepared:	April 3, 2025	Pages:	1
Meeting:	April 7, 2025 – Parks and Recreation Commission		

BACKGROUND:

In December 2023, the Township was informed that their grant application for \$300,000 for an accessible trail at Grand Traverse Commons Natural Area (Project #TF23-0025) was recommended for funding by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees. These funds were appropriated in October 2024. The Township and Michigan Department of Natural Resources (MDNR) fully executed the Project Agreement for this project in November 2024.

NEXT STEPS:

Staff offer the following information regarding the next steps for this project:

- The Township Engineer, Gourdie-Fraser (GFA), has prepared detailed designs and cost estimates for a few different alternative scenarios. Plans depicting these scenarios are attached to this report, as well as cost estimates for the different alternatives.
- The plans reflect maintaining the grade along the entire trail to meet accessibility guidelines. This required several switchbacks along the trail so the grade would not become too steep, which altered the originally proposed location of the trail.
- The design is intended to minimize impacts on wetlands wherever possible. Some portions of the proposed trail were altered to avoid wetlands or to minimize the amount of boardwalk needed for those areas where the wetlands could not be avoided.

ACTION REQUESTED:

This item is for information only. No action is required.

Attachments	
Grand Traverse Commons – North Trail Loop Plan (from Gourdie-Fraser)	April 3, 2025

Sheet Legend

EXISTING ASPHALT

EXISTING TRAIL

DELINEATED WETLANDS

EXISTING TREE LINE

EXISTING MAJOR CONTOUR

EXISTING MINOR CONTOUR

LOT LINE

GRADING/IMPACT LIMITS

PROPOSED 10' WIDE BOARDWALK

PROPOSED 10' WIDE NEW GRAVEL PATH

PROPOSED 10' WIDE UPGRADED GRAVEL PATH

- General Notes
1. TRAIL PLAN IS SUBJECT TO CHANGES PER TOWNSHIP, ENGINEER, AND CONTRACTOR PER TYPICAL CONSTRUCTION METHODS.

2. TRAIL PLAN IS INTENDED TO REDUCE IMPACT AND PROVIDE A UNIVERSALLY ACCESSIBLE TRAIL FOR USERS IN GARFIELD TOWNSHIP.

3. UNIVERSALLY ACCESSIBLE PATHS ARE DEFINED AS TRAILS WITH A RUNNING SLOPE WITH NOT MORE THAN 5% GRADE, AND A CROSS SLOPE OF NOT MORE THAN 2% GRADE.

4. TRAIL PATH IS DESIGNED WITH A 10 FT WIDE GRAVEL BASE AND 1 FT OFFSETS ON EITHER SIDE. DAYLIGHT IS DESIGNED TO BE 1:3 IN MOST AREAS, WITH STEEPER AREAS SUBJECTED TO 1:2 DAYLIGHT WHERE NEEDED.

5. ALTERNATE TRAIL PATHS ARE PROPOSED BASED ON CRITERIA OF UNIVERSALLY ACCESSIBLE PATHS.

6. FLOATING BOARDWALK SEGMENTS ARE PROPOSED IN AREAS WHERE IDENTIFIED OR SUSPECTED DELINEATED WETLANDS ARE.

7. ALL BOARDWALK SEGMENTS ARE DESIGNED WITH UNIVERSALLY ACCESSIBLE CRITERIA, AS WELL AS A TOTAL WIDTH OF 10 FT.

TOPOGRAPHIC SURVEY NOTES

THIS IS NOT INTENDED OR REPRESENTED TO BE A LAND SURVEY. NO PROPERTY CORNERS WERE SET AS PART OF THIS TOPOGRAPHIC SURVEY.

THE PROPERTY DESCRIPTION WAS NOT FURNISHED, AND NO CHECK OF TITLE RELATIVE TO OWNERSHIP, GAPS, OVERLAPS, OR OCCUPATION HAS BEEN PERFORMED AS PART OF THIS TOPOGRAPHIC SURVEY.

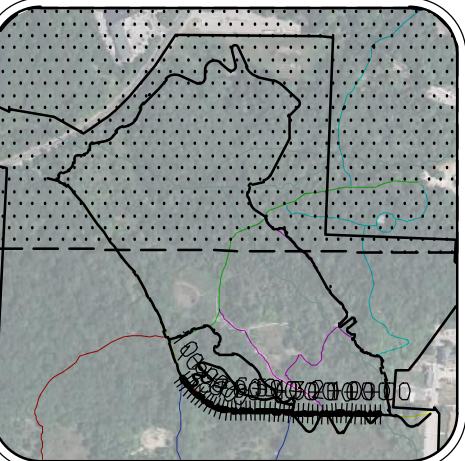
THE SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE OR ANY FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.

THE FIELD WORK WAS COMPLETED ON 07-08-2024.

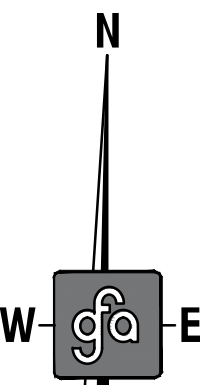
BENCHMARKS

BM-303:
BENCH TIE IN 12" MAPLE
NEAR STA XX+XX
ELEV.=756.76' (NAVD88)
NORTHING=527078.0610
EASTING=19350516.8700'

BM-305:
BENCH TIE IN 48" MAPLE
NEAR STA. XX+XX
ELEV.=699.59' (NAVD88)
NORTHING=527532.8158'
EASTING=19351845.7079'



LOCATION MAP
NO SCALE



GRAPHIC SCALE: 1 inch = 50 feet
0 25 50 100 150

TRAIL KEY

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PROPOSED NORTH TRAIL
NEW TRAIL: (275 LF+1775 LF+235 LF+160 LF)=2445 LF
NEW BOARDWALK: 155 LF
NEW FOOTBRIDGE: 3 EA (15 LF, 25 LF, 35 LF)

●

EXISTING SOUTH/WEST TRAIL UPGRADES
UPGRADED TRAIL: (1310 LF)=1310 LF
ALT. SOUTH/WEST - EXIST.*
UPGRADED TRAIL: (615 LF+465 LF)=1080 LF
ALT. SOUTH/WEST - A
UPGRADED TRAIL: (40+20+20 LF)=80 LF
NEW BOARDWALK: (90 LF+260 LF+260 LF+620 LF)=1230 LF
NEW TRAIL: (175 LF+320 LF)=495 LF
ALT. SOUTH/WEST - B
UPGRADED TRAIL: (40+20+20 LF)=80 LF
NEW BOARDWALK: (90 LF+260 LF+260 LF+600 LF)=1210 LF
NEW TRAIL: (360)=360 LF

●

EXISTING EAST TRAIL UPGRADES
UPGRADED TRAIL: (100 LF+80 LF+580 LF+480 LF+60 LF)=1300 LF
NEW TRAIL: (270 LF+210 LF)=480 LF
ALT. EAST - A: (+90 LF)... = 570 LF

http://glaic

231.946.5874 (p)

231.946.3703 (f)

ga

ENGINEERING SURVEYING TESTING & OPERATIONS

123 West Front Street
Traverse City, MI 49684

REV#	DATE	BY	CHK

GARFIELD TOWNSHIP

GRAND TRAVERSE COMMONS - NORTH TRAIL LOOP

PROPOSED PLAN - NORTH

SECTION 9, TOWN 27 NORTH, RANGE 11 WEST

GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN

PAT: JENNIFER GRAHAM, P.E.


DR: JAA

DES: MM

24069

SHT 1 OF 3

These documents are prepared in accordance with the contractual terms and conditions for this project.

	Charter Township of Garfield Planning Department Report No. 2025-27		
Subject:	Garfield Township CIP Committee – Overview		
Prepared:	April 3, 2025	Pages:	1
Meeting:	April 7, 2025 – Parks and Recreation Commission		

BACKGROUND:

At the March 25, 2025 meeting, the Township Board voted to form a Capital Improvements Planning (CIP) Committee. The CIP Committee will review and finalize the Township Capital Improvements Plan which will be used as information in budgeting for Township projects. The CIP Committee is comprised of the following members:

- Township Supervisor
- Township Trustee – Representative for Building Committee
- Township Trustee – Representative for Parks and Recreation Commission
- Township Manager
- Township Engineer
- Township Planning Director

DISCUSSION:

The CIP Committee will review and finalize the Township Capital Improvements Plan, which will include priority projects for the upcoming budget year as well as potential future projects for the next 5-6 years in the future. This item is intended for discussion regarding the parks projects to include as part of the CIP. For reference, the Action Program from the Parks and Recreation Master Plan is attached to this report as a starting point for discussion. Some projects in the Action Program have been completed and others are ongoing. The remaining projects may need to be reviewed or sorted by level of priority.

Attachments	
Action Program from Parks and Recreation Master Plan	January 10, 2023

Action Program

Development of the Action Program

The Goals and Objectives of this Plan provided the basis for development of the Action Program. The Action Program will guide the implementation of the Goals and Objectives over the next five years and includes details on specific capital projects, potential policy discussions, operations and maintenance, non-motorized facilities, and green infrastructure.

Five-Year Capital Improvements Program

Budgets for capital improvement projects are subject to change depending on current costs and available funding opportunities. For this reason, estimates are shown to provide a sense of the magnitude of funding needed and its expected source. These capital projects will be evaluated annually and may be adjusted based on demand, priority, and/or funding.

Year	Project	Estimated Cost	Funding Sources
2023	Grand Traverse Commons Natural Area <ul style="list-style-type: none">Final trail systems, signage design, permittingRed Drive trailhead constructionConservation Recreation trail constructionRestoration activities	\$1,095,000	General Fund Donations Grants
2023	River East Recreation Area <ul style="list-style-type: none">Restrooms, trail, and sidewalk constructionPlanning for future uses and facilities	\$349,000	General Fund
2024	Grand Traverse Commons Natural Area <ul style="list-style-type: none">Copper Ridge and Munson trailhead constructionConnector trail constructionRestoration activities	\$975,000	General Fund Grants Donations
2024	River East Recreation Area <ul style="list-style-type: none">Trail upgrades and developmentTempleton barn sidingElectrical hookup for pavilion	\$150,000	General Fund Grants
2024	Silver Lake Recreation Area <ul style="list-style-type: none">Amenities: pickleball court, outdoor gymBathroom heating improvementElectrical hookups for pavilions	\$100,000	General Fund Donations Grants
2024	Boardman Valley Nature Preserve <ul style="list-style-type: none">Trail upgrades, including gap between crushed gravel trail and boardwalk along Peace TrailVolleyball court and viewing platform upgrades	\$100,000	General Fund
2024	Kids Creek Park <ul style="list-style-type: none">Oleson pond dredging	\$50,000	General Fund

Year	Project	Estimated Cost	Funding Sources
2025	Grand Traverse Commons Natural Area <ul style="list-style-type: none"> • Multi-use / hike / mountain bike trail construction • Amenities final design and permitting • Restoration activities 	\$680,000	General Fund Donations Grants
2025	Kids Creek Park <ul style="list-style-type: none"> • Bridge / bench upgrades near Kohl's entrance • Construction of pavilion or covered benches with shade cover at Buffalo Ridge Trail 	\$25,000	General Fund
2026	Grand Traverse Commons Natural Area <ul style="list-style-type: none"> • Amenities construction • Wayfinding final design and installation • Long Lake Road trailhead design and permitting • Wetland restoration design • Restoration activities 	\$340,000	General Fund Donations Grants
2026	Silver Lake Recreation Area <ul style="list-style-type: none"> • Dog park expansion 	\$100,000	General Fund
2026	Miller Creek Nature Reserve <ul style="list-style-type: none"> • Boardwalk repair and replacement • Trail connections to properties along US 31 	\$100,000	General Fund
2027	Grand Traverse Commons Natural Area <ul style="list-style-type: none"> • Long Lake Road trailhead construction • Wetland restoration implementation • Future connection trail systems • Restoration activities 	\$965,000	General Fund Donations Grants

Two of the Garfield parks, River East Recreation Area and Silver Lake Recreation Area, have park development plans which have guided projects in these parks. These park development plans are included in *Appendix L* of this Plan.

Operations and Maintenance

Current staffing for the Garfield parks system consists of two Parks Stewards with support from the Planning Department and Township Engineer. Parks Stewards conduct the day-to-day parks operations, including maintenance, communications, and code enforcement. Planning staff and the Township Engineer provide technical assistance for the Parks Stewards and for the Parks and Recreation Commission, including parks system planning, project specific planning, engineering, and construction.

Contracted services are used by the Township for ongoing maintenance of parks, trails, and park facilities along with specific capital projects. Parks Stewards oversee all maintenance activities.

The Township Board maintains the parks system budget and approves procurement of contracts for services. Budget appropriations for staff and contracted maintenance services are expected to remain consistent with overall park development and maintenance needs. Outside sources of funding including grants and donations will help support specific capital projects.

Policy Development

The Township recognizes the value of generating policies to help reduce the risk of future issues. Park policies are developed by the Parks and Recreation Commission and recommended to the Township Board as appropriate. The following have been identified as potential policy subjects for review by the Parks and Recreation Commission:

- Accessibility and ADA-compatible amenities
- Planting and forestry management programs, including invasive species removal
- Fee schedule including pavilion and multi-purpose field rentals, and other activities
- Park lighting
- E-bike usage on trails
- Updates to park rules

Non-Motorized Facilities and Connections to Parks

One goal for this Plan is to expand and improve Garfield's non-motorized transportation system of trails, sidewalks, and pathways, and the Strategic Plan also includes a goal of fostering a system of high-quality active and passive parks connected by trails. The following projects would help to enhance the non-motorized system over the next five years and beyond by providing greater connections to and between parks and trails. These connections are also envisioned as part of the Non-Motorized Plan within the Township Master Plan.

The non-motorized system benefits the community by giving people transportation options other than automobiles and by providing recreational opportunities. Sidewalks and trails provide an amenity for neighborhoods which is reflected in the value they provide to property owners.

The following projects have been identified through discussions with the Parks and Recreation Commission, residents, and key stakeholders, and all represent potential additions to Garfield's non-motorized system. These projects would link existing parks and natural areas, commercial areas, neighborhoods, schools, and areas of concentrated employment with non-motorized trail and sidewalk connections. Garfield should continually evaluate opportunities and priorities for advancing these projects. Corridors for potential trails are highlighted in white on the maps on the following pages.

LaFranier Road / Barlow Road – Boardman Lake Loop Trail



In 2022, the Boardman Lake Loop Trail was completed, and this loop trail can become a key hub connection for other trails into the regional system. This project envisions a connection from the Boardman Lake Loop Trail to the east side of Garfield on South Airport Road, Barlow Road and LaFranier Road. These corridors connect to dense residential areas including Kings Court mobile home park. This area is served by Traverse Heights Elementary School in Traverse City; a recent Safe Routes to School grant provided for upgraded sidewalks in nearby neighborhoods.

The project would include about 0.3 miles along South Airport Road and about 0.75 miles each along Barlow Road to Boon Street, and along LaFranier Road to the County Health Department. This project was identified as part of the MSU Urban Planning Practicum student project in 2022. The Township also applied for grant funding from Grand Traverse County for American Rescue Plan Act (ARPA) funds, which was supported by partners including TART.

Challenges for this project include the intersection crossing at South Airport Road with Barlow Road and LaFranier Road, acquiring easements, and curb cuts and existing developments along these roads. LaFranier Road also has a steep grade immediately south of the South Airport Road intersection. Alternative connections, especially to the west, may be explored if the steep grade prevents a trail from feasibly being constructed there.

Miller Creek Nature Reserve – Boardman Valley Nature Preserve



This trail would connect Miller Creek Nature Reserve and Boardman Valley Nature Preserve by filling in a gap of about 0.4 miles between these two parks. This project was listed in the Action Program of the previous Parks and Recreation Master Plan but has not been pursued with other projects taking priority.

From Miller Creek Nature Reserve, the trail would continue east along the site of the Sabin Data Center, a former elementary school owned by TCAPS. The trail would need to cross Cass Road and then continue along Dairy Square to property owned by Four Seasons Storage LLC. Garfield acquired an access easement on one of the Four Seasons Storage sites in 2011 to access Boardman Valley Nature Preserve.

The crossing of Cass Road is a challenge because of the high speed and its proximity to the major intersection with Hartman Road. Garfield should coordinate with GTCRC to ensure safe crossing of this trail.

Miller Creek Nature Reserve – Mall Trail



South Airport Road presents an opportunity to connect the Mall Trail with Miller Creek Nature Reserve. A trail of about 0.6 miles would provide access to several businesses including those in Grand Traverse Commerce Centre and Traverse Square and connect to the Miller Creek Nature Reserve trailhead behind Traverse Square.

This project was identified as part of the MSU Urban Planning Practicum student project in 2022. One key challenge for this project is topography, with a steep slope from South Airport Road to the adjacent Miller Creek Nature Reserve. The Township should work with GTCRC to find the most ideal location for this trail project and coordinate work on any portion in the South Airport Road right-of-way.

Miller Creek Nature Reserve – Boardman Lake Loop Trail



This project would fill an approximately one-mile gap between Miller Creek Nature Reserve and the Boardman Lake Loop Trail. The trail would provide enhanced access to the park, the regional trail system, the NMC University Center, and many businesses. TART had previously acquired trail easements for most parcels on Cass Road, except for Good News Automotive, on behalf of Garfield in anticipation of future connections to the Boardman Lake Loop Trail.

Challenges for this project include crossing Cass Road and South Airport Road, potential grade issues, and acquiring additional easements including behind properties on the west side of Cass Road, south of South Airport Road.

Kids Creek Park – Silver Lake Recreation Area (Buffalo Ridge Phase 3)



The Buffalo Ridge Trail is currently a 1.5-mile connection between the Grand Traverse Commons and the Grand Traverse Bay YMCA West. The first phase was a 0.5-mile connection between the Commons and Traverse City West Middle School completed in 2011, and the second phase was a 1-mile connection from the Middle School to the YMCA completed in 2016.

Future anticipated extensions of this trail include a roughly two-mile segment along Silver Lake Road and East Silver Lake Road. This segment would provide approximately 300 homes with a connection to the park, schools, commercial businesses, and the greater trail system. This project was envisioned in the previous Parks and Recreation Master Plan and received support from the public and TART. Challenges include a steep grade along Silver Lake Road, wetlands, easement acquisition, and intersection crossings.

Traverse Ridge Trail (Grand Traverse Commons Natural Area – Hickory Meadows)



The Traverse Ridge Trail is part of a long-term vision to connect the Grand Traverse Commons Natural Area and Hickory Meadows. TART is working with volunteer groups on constructing a single-track mountain biking trail behind Oleson Plaza near the North Long Lake Road entrance for the Commons Natural Area.

The trail is planned to be a single-track for now but may offer future opportunities for additional non-motorized access. Further connections are also possible to other neighborhoods and trails, including the trail system at Hickory Hills that is currently being updated. Total trail length from the Commons Natural Area to Hickory Meadows would be about 1.5 miles.

North Long Lake Road and Cedar Run Road are both major roadways with high speed and low visibility in some places. TART has had discussions with GTCRC about a safe crossing of North Long Lake Road and future safe crossings will be marked and signed. Other challenges for this project include space limitations for providing pedestrian amenities especially along Cedar Run Road, potential grade issues, and acquiring easements.

TC West Middle School – TC West Senior High School (Wyatt Road-Westchester Commons)



This non-motorized route would include both trail and on-road segments providing for a 2-mile connection between West Middle School and West Senior High School. A segment of trail was recently completed at the Meadow Valley senior living complex, building a connection that was envisioned on the Township's Non-Motorized Plan within the Master Plan. The on-road portions would connect with neighborhoods along Westchester Commons and Wyatt Road.

One key challenge for this project is that while a portion of Wyatt Road is a public road, the rest of Wyatt and all of Westchester Commons are private roads. The crossings of Zimmerman Road and Silver Lake Road also present a challenge with the high speeds. The Township should work with the GTCRC to express the desire for these safe crossings and gather information from traffic studies or other sources to determine their feasibility. There are potential opportunities for cost sharing between GTCRC and Garfield on ADA-accessible ramps, painted crosswalks, signage, or other aspects of these crossings.

Mall Trail – Silver Lake Recreation Area



A trail from Silver Lake Recreation Area to the existing Mall Trail would need to be coordinated with future development on a site west of the existing Sam's Club on US 31. A future trail would connect a 2-mile gap through this site and along South Airport Road west of US 31.

There are no current development proposals for this site. Discussions with future developers will help determine the ultimate location of a trail. If any public roads are built, the Township should work with GTCRC to ensure that a trail is part of the overall design considerations.

Boardman-Ottaway River Trail

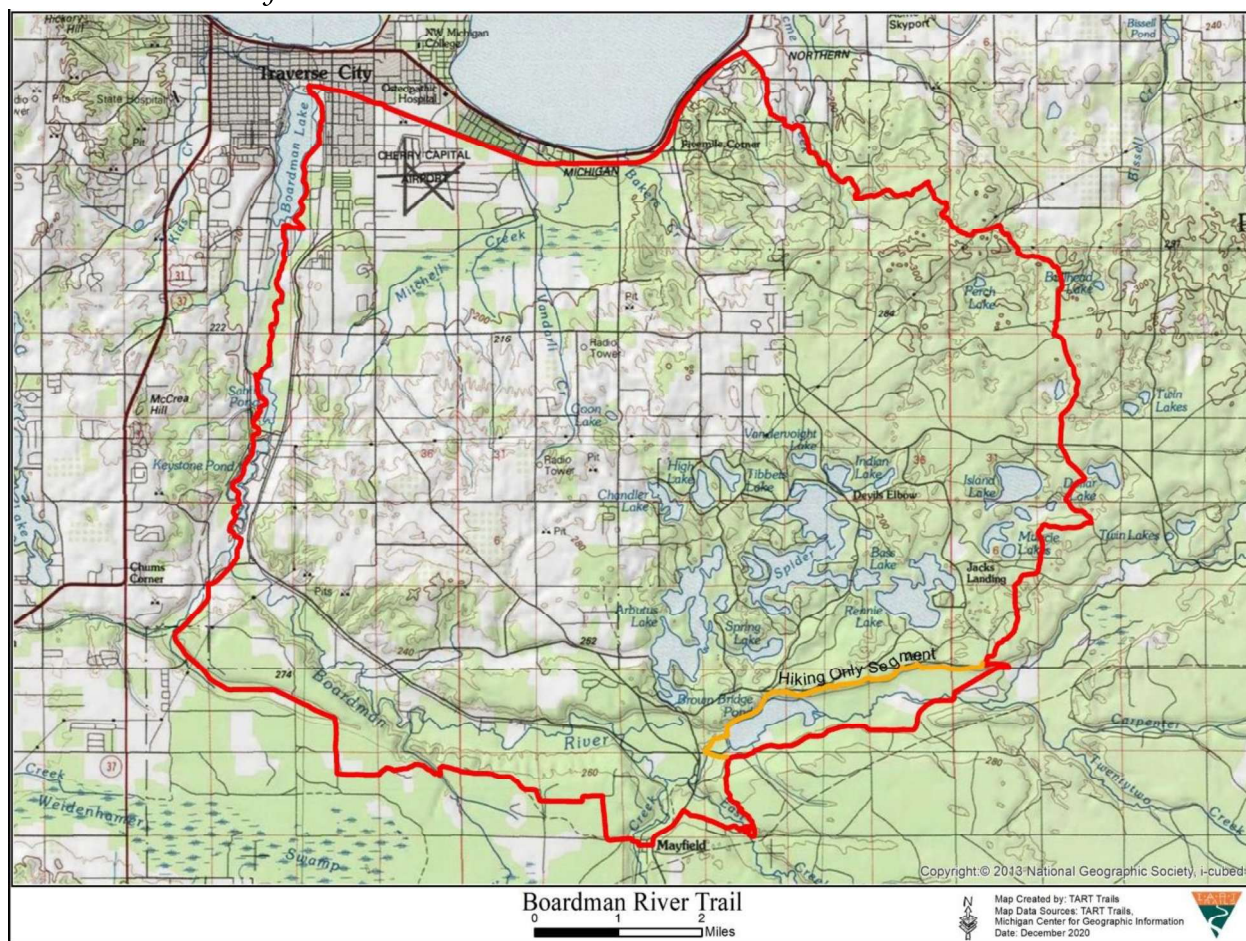


Image Source: TART Trails, Inc.

This trail includes land and water trails which connect the Boardman-Ottaway River with other natural areas. A 42-mile loop connects parts of the Boardman Lake Loop Trail, Boardman Valley Nature Preserve trails including the Peace Trail, Boardman-Ottaway River Trail, Brown Bridge Quiet Area, North Country Trail, Vasa Pathway, and the TART Trail. Removal of the three dams on the river in the 2010s also offers greater possibilities for a water trail.

Future projects for this trail include a potential improved connection between the Boardman Lake Loop Trail and Boardman Valley Nature Preserve. South Airport Road is currently carried over the river by two culverts. Future improvements may include a bridge over the river allowing for safe crossing under South Airport Road and further water navigation between the river and lake. Potential connections to this trail include access to other recreational areas including River East Recreation Area and Keystone Soccer Complex. Garfield should work with stakeholders such as the GTCRC, TART, and private property owners on connections and improvements to this trail.

Other Trails

Trail connections and expansions offer opportunities for greater non-motorized access for people in the Township and the region. The rail corridor from the Boardman River Nature Center south to Blair Township and Interlochen may potentially provide access for those areas and would also connect with Boardman Valley Nature Preserve and the Boardman-Ottaway River Trail. Utility corridors may be explored to provide connections in the southeast part of Garfield, such as from the Spring Hill neighborhood to Keystone Soccer Complex.

Maintenance

Maintenance of trails in Garfield is shared by public and private entities. Several stakeholders in the area have explored the feasibility of a regional entity for parks and trail network maintenance and development. This entity could include Garfield, City of Traverse City, the Joint Recreational Authority, Grand Traverse County, private property owners, TART, and others. Garfield should continue discussions with these groups to evaluate different maintenance scenarios.

Regardless of which entity is performing maintenance, Garfield may consider establishing a set of consistent maintenance standards including times for snow blowing, snow clearing, and lawn mowing, and for dealing with major issues such as erosion. Garfield could also coordinate with volunteer groups including the TART Ambassador Network on maintenance projects.

Data Collection

Garfield should collect data on trails usage to understand demands on the system and to inform future planning efforts. Trail counters determine the number of users at specific points. TART has used trail counters on the Boardman Lake Loop Trail and other places. Garfield could work with TART or another entity on gathering data from trail counters or acquire its own. Data can also be gathered through applications such as Strava, which publishes a publicly available heat map of user activity. Such data helps inform planning efforts by showing the frequency of usage on existing trails and where unofficial connections (e.g., desire paths) have occurred.

Wayfinding

Public feedback has found wayfinding to be a key issue on the trail system and within the parks. Garfield should ensure consistent wayfinding and signage within the trails on its parks. TART has a consistent branding for signs on the regional trail system and has shared signage at parks such as the City of Traverse City's Clinch Park and Hull Park. Garfield anticipates having TART signage along any additional regional trails in the Township and at major trailheads, with signs in the parks having Garfield branding.

Green Infrastructure Plan

In the context of this Plan, green infrastructure refers primarily to the interconnected network of parks, natural areas, undeveloped land, and open space in Garfield. The goal of such a network is to conserve regional ecosystem values and functions to benefit both the environment and the community. Some benefits of maintaining green infrastructure include improved water quality, preserved habitats, and enhanced recreational opportunities.


The foundation of a green infrastructure network are woodlands, wetlands, rivers and streams, grasslands, and similar elements. The network is anchored by “hubs” or large areas of protected lands, which are then linked by a series of natural resource corridors. Garfield has worked with stakeholders including Grand Traverse County, GTRLC, and other entities to establish a green infrastructure network including the Township’s parks, the County’s Natural Education Reserve, GTRLC’s Mitchell Creek Nature Preserve, and more.

The proposed green infrastructure action plan identifies criteria for Garfield to consider for the acquisition of parkland and other green infrastructure parcels. The action plan also supports the protection and preservation of lands not intended for acquisition through other methods, such as conservation easements. Criteria to consider for acquisition of parcels include the following:

- How would the acquisition enhance the current park system?
- Does the parcel abut or connect to existing Township parkland or natural areas?
- Would the acquisition create greater access to Township parkland, including additional non-motorized connections?
- Would the acquisition help provide better distribution of parkland resources to residential areas and neighborhoods in Garfield?
- Would the acquisition help protect water quality in the Boardman River, Boardman Lake, or Silver Lake, by preserving wetlands or other natural features?

Garfield requires wetland delineations as a part of development review. Garfield may consider evaluating other green infrastructure standards, including low-impact development (LID) design practices, to encourage preservation of natural features on individual sites and at smaller scales. Conservation easements should also be encouraged as a tool to protect sensitive natural features.

For each park, a planting and forestry management program would help inventory the existing vegetation, determine planting needs including native species, and identify invasive species and other plants to remove. Garfield worked with a forestry consultant on a forest management plan in 2012 and a hazard tree assessment in 2014 for the Commons Natural Area. Management plans can help protect the landscape and vegetation at the other Township parklands.

	Charter Township of Garfield Planning Department Report No. 2025-28		
Subject:	EGLE Community Energy Management Program Grant – Discussion		
Prepared:	April 3, 2025	Pages:	1
Meeting:	April 7, 2025 – Parks and Recreation Commission		

BACKGROUND:

The Township recently received a grant from the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The purpose of this EGLE grant program is to offer “grants for communities to improve energy management and accelerate the implementation of energy efficiency and renewable energy for local governments and tribes.” The Township originally received these funds in 2024; however, the funds were not expended for the originally intended project.

The Township has roughly \$20,000 available to spend on projects related to energy management, energy efficiency and renewable energy. Potentially eligible projects could include energy efficiency upgrades, such as lighting fixture replacements, HVAC upgrades, building insulation improvements, window, and door retrofits, etc.

STAFF COMMENTS:

The Township Manager is seeking ideas or suggestions by the end of April for potential use of these grant funds. Ideas could be for anywhere in the Township including facilities, parks, other assets, etc. There has already been a suggestion for improvements to the heating in the bathrooms at Silver Lake Recreation Area which could potentially include more efficient heating equipment and/or insulation in the bathroom walls.

DISCUSSION:

This item is for discussion to determine what projects in the Township parks may be worthy of consideration for these grant funds. Staff can follow up with further research on any potential projects.

Attachments	
EGLE Community Energy Management Program Information	June 26, 2024



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

COMMUNITY ENERGY MANAGEMENT PROGRAM

REQUEST FOR PROPOSALS

Issue Date: October 5, 2023

Amendment: June 26, 2024

Response Due: Rolling until December 31, 2024

**Michigan Department of Environment, Great Lakes, and Energy
525 West Allegan Street
Lansing, Michigan 48933**

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

Amendments

All changes to the Request for Proposals (RFP) as a result of this amendment are shown in highlighted text.

Amendment No.	Date	Description of Amendment
01	January 25, 2024	The purpose of this amendment to the RFP is to add United States Department of Energy – State Energy Program (SEP) funding that is the result of the Bipartisan Infrastructure Law, as enacted in the Infrastructure Investment and Jobs Act, as an additional funding source. This amended RFP also clarifies eligible and ineligible projects, includes additional eligible projects under the Energy Efficiency and Conservation Block Grant (EECBG) Program blueprint, and increases project award amounts.
02	June 26, 2024	The purpose of this amendment to the RFP is to extend the current application deadline of June 30th, 2024, to December 31 st , 2024, or until all the funds are expended. The deadline is being extended because there are still funds available for the program.

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Community Energy Management Program Request for Proposals

PART I GENERAL INFORMATION

I-A Purpose

The Michigan Department of Environment, Great Lakes, and Energy's (EGLE) Energy Unit is offering grants for communities to improve energy management and accelerate the implementation of energy efficiency and renewable energy for local governments and tribes. This program is part of the EGLE Catalyst Communities Initiative to provide resources to local public officials as they prepare for climate impacts on emergency response and public health, and support Governor Gretchen Whitmer's climate change priorities through measurable reductions in greenhouse gas emissions in line with the [MI Healthy Climate Plan](#). The State anticipates the grant period will begin January 1, 2024, and will end August 31, 2025.

I-B Program Description

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) protects Michigan's environment and public health by managing air, water, land, and energy resources, and is focused on addressing climate change, diversity, equity, and inclusion. In fiscal year (FY) 2024, EGLE will provide grants to support community energy management in an effort to minimize energy waste, improve energy cost, and reduce greenhouse gas emissions. Applicants must consider the following program objectives, priorities, and tasks in the planning of their proposal.

1. Program Objectives

- a. Assist in advancing local governments' energy-related activities,
- b. Promote energy planning to ensure strategic implementation of energy-related activities,
- c. Promote energy benchmarking and auditing to increase understanding of energy use,
- d. Promote energy efficiency upgrades in appliances, lighting, and building envelopes to reduce energy use and costs,
- e. Promote the adoption of renewable energy systems to reduce energy costs and improve public and environmental health,
- f. Promote community engagement, outreach, and education to increase

public awareness and involvement in energy-related activities.

2. Program Priorities

- a. Showcasing energy waste reduction and/or renewable energy as an affordable, reliable, adaptable, and environmentally protective solution for Michigan's energy future. Energy waste reduction, as defined in Public Act 342 of 2016, includes energy efficiency, load management, and energy conservation.
- b. Use of energy audit/assessment results, from a recognized provider such as the [RESTART](#) program to guide energy efficiency investments.
- c. Driving down the installed cost/watt for renewable energy in Michigan.
- d. Increasing accessibility to renewable energy and/or energy waste reduction and the associated benefits for a broad range of end-users.
- e. Strategic deployment of renewable energy and/or energy waste reduction across the state that leverages regional strengths and opportunities.
- f. Increasing opportunities for business investment, talent enhancement, state branding, and community vitality.
- g. [Reducing transportation sector emissions and operation costs through fleet electrification.](#)
- h. [Increasing access to publicly available electric vehicle \(EV\) charging stations, making it possible for more members of the community to switch to EVs.](#)
- i. Support the goals of the MI Healthy Climate Plan.

3. Applicant Tasks

*NOTE: Applicants must clearly and succinctly explain how they will accomplish each required task below **during the grant period.***

- a. Determine where the applicant is at in the [Energy Management Process](#).
- b. Select the following task(s) that the applicant seeks to complete with this proposal:
 - i. Develop energy plans, policies, and/or ordinances.
 - ii. Track building energy data with Energy Star Portfolio Manager.
 - iii. Conduct energy audits.
 - iv. Analyze building energy performance.
 - v. Identify opportunities for energy and cost savings.
 - vi. Perform energy efficiency upgrades.
 - vii. Install renewable energy systems.

- viii. Host energy-related community engagement opportunities.
- ix. Develop fleet replacement and/or charging infrastructure plans.
- x. Purchase alternative fuel vehicles, including EVs and plug-in hybrid vehicles.
- xi. Install electric vehicle supply equipment (EVSE), including charging infrastructure.
- xii. Implement financial incentive programs, including rebates and energy savings performance contracts.
- xiii. Support workforce development and curriculum design, including the implementation of classroom or virtual training programs.
- xiv. Carry out other energy-related activities.
- c. Determine the applicant's next steps in the Energy Management Process.
- d. Ensure proper and best use disposal of materials used or removed through the project work (recycling, vehicle scrapping/selling, electronic waste disposal, etc.).

I-C Grant Award

A total of \$5,850,000 in funding is available through the U.S. Department of Energy (DOE)'s State Energy Program (SEP) and Energy Efficiency Conservation Block Grant Program (EECBG). \$150,000 of this total is available through the SEP's annual allocation, \$3,000,000 is made available through the SEP's Bipartisan Infrastructure Law (SEP BIL) allocation, and the remaining \$2,700,000 is made available through the DOE's EECBG program. The minimum and maximum grant award size for these allocations is:

1. Minimum individual grant award is **\$5,000**.
2. Maximum individual grant award is **\$100,000**.

At least 40 percent of the total program funding will be granted to entities located in disadvantaged census tracts according to the [Climate and Economic Justice Screening Tool](#). Applicant(s) must provide a complete Budget using the [Approved Budget Form](#) (See Section II-B). Budgets must be itemized and be accompanied by a budget narrative which adequately describes each budget category. This is a reimbursement-based opportunity, costs must be incurred and paid for before they are reimbursed. The grant(s) awarded from this Request for Proposals (RFP) will be subawards of the State's federal award from the DOE's SEP, the DOE's [SEP BIL](#), and the DOE's [EECBG](#). As such, the grant will adhere to all federal grant requirements.

Match is not required for this opportunity; however, applicants are encouraged to

provide documentation on any applicable match or leveraged funds for the project. Reference Section IV-A for details on acceptable match types.

The Energy Unit will award funds to applicants that agree to the terms set forth in this RFP and the [Grant Agreement](#). The Energy Unit, an entity within the Department of Environment, Great Lakes, and Energy (EGLE), will be the primary contact with selected applicants to negotiate the scope of work, budget, reporting periods, report format, and reporting content. All other requirements are non-negotiable. Funds must be expended by August 31, 2025.

I-D Eligibility Criteria

For the SEP portion of the funds any local government, tribal government, or other public service entity physically located in Michigan is eligible to apply. For the EECBG portion of the funds, any local government or tribal government physically located in Michigan that did not receive direct EECBG funding allocations is eligible to apply (see the [Local Government EECBG Funding Allocations](#) or the [Indian Tribe EECBG Funding Allocations](#) for a list of direct recipients). At least 40 percent of the program funding will be granted to entities located in disadvantaged census tracts according to the [Climate and Economic Justice Screening Tool](#). At this time, public schools and universities are not eligible to apply for the CEM program. Former Community Energy Management Program recipients must wait at least one program year following their most recent award before being eligible to apply again.

Eligible projects must involve/address energy management, energy efficiency, renewable energy, fleet electrification, EV charging infrastructure, sustainable financing solutions, and/or clean energy workforce development. Potential projects may include, but are not limited to:

1. Creating or updating plans, policies, and/or ordinances to include energy systems, green building standards, climate change adaptation, and resiliency.
2. Benchmarking energy usage, water usage, and greenhouse gas emissions.
3. Energy efficiency assessments, including ASHRAE Level I or II audits.
4. Energy efficiency upgrades, such as lighting fixture replacements, HVAC upgrades, building insulation improvements, window, and door retrofits, etc.
5. Renewable energy projects, such as site and project savings assessments, stakeholder engagement, installation of solar panels and battery storage, etc.
6. Development of climate, sustainability, energy efficiency, renewable energy, fleet replacement, or EV charging infrastructure strategic plans.
7. Implementation of financial incentive programs, including rebates and energy savings performance contracts for existing facilities; grants and loans to

- support energy efficiency, renewable energy, and sustainable transportation projects; loan loss reserves; interest-rate buy down programs; PACE programs; and loan guarantees.
8. Installation of Level 1, Level 2, or Direct Current (DC) Fast Charging infrastructure, and other related EVSE.
 9. Purchasing alternative fuel vehicles, plug-in hybrids, and electric vehicles.
 10. Workforce assessments and program design, including the implementation of classroom or virtual training programs, and/or curriculum development.
 11. Public engagement, education, program promotion, and/or outreach.
 12. Support for staff capacity, trainings, and/or workshops

NOTE: Renewable energy projects will only be considered after all, or a majority of, energy efficiency upgrades have been completed as identified in an ASHRAE Level II audit and that fall under the NEPA categorical exclusions.

NOTE: Installation of EVSE, including testing measurements to assess the safety and functionality of the EVSE (restricted to existing footprints within an existing parking facility, defined as any building, structure, land, right-of-way, facility, or area used for parking of motor vehicles which would not require any ground disturbance). All activities must use reversible, non-permanent techniques for installation, and where appropriate, use the lowest profile EVSE reasonably available that provides the necessary charging capacity. EVSE shall be placed in minimally visibly intrusive area; use colors complementary to surrounding environment, where possible, and be limited to the current electrical capacity. This applies to Level 1, Level 2, and Level 3 (also known as Direct Current [DC] Fast Charging) EVSE for community and municipal fleets.

Eligible projects must involve/address the applicable tasks set forth in Section I-B(3). Impacted facilities must be occupied and have long range plans of continued use. All eligible applicants must provide a Unique Entity Identifier (UEI) number from the System for Award Management (SAM.gov) website. **UEI registration can take up to 10 business days to become active.**

I-E Ineligible Projects

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects considered scientifically unsound or significantly increase risks to workers and/or the public.
3. Projects that will not be conducted in Michigan.
4. Projects involving demonstration of non-commercially available equipment

- and technologies.
5. Projects that cannot be shared with or have restricted transferability to other entities in Michigan.
 6. Projects not directed to or lacking significant onsite energy waste reduction and/or renewable energy benefits.
 7. Projects requiring an environmental assessment study under the [National Environmental Policy Act \(NEPA\) of 1969](#) (Title 42 of the United States Code (U.S.C.) Section 4321 *et seq.*), unless the applicant can show proof of the DOE's approval of the project.
 8. Infrastructure projects wherein the construction materials, manufactured products, and iron and steel are not produced in the United States (See Section IV-K).
 9. **Renewable energy projects greater than 60kW DC for solar arrays and/or 1,000 kWh of battery storage.**

I-F Issuing Office and Point of Contact

This RFP has been issued by EGLE's Energy Unit. Questions that arise as a result of this RFP must be submitted to the Energy Unit by email only. All questions must be submitted on or before 5:00 p.m. (ET), May 1, 2024. All questions regarding this solicitation should be directed to:

Cody Evans
EvansC26@Michigan.gov

I-G Changes to the RFP and Responses to Questions

Written answers to questions, changes, and/or clarifications will be posted on the program webpage by May 15, 2024.

I-H Proposals

To be considered, applicants must submit a complete response to this RFP, addressing the Program Objectives, Program Priorities, and Applicant Tasks listed in the Program Description I-B, and using the format and attachments provided in Part II.

I-I Response Date

Proposals will be accepted until all funding is expended, or until 5:00 p.m. EST, December 31st, 2024, whichever comes first. Awards will be granted on a first come, first served basis, at the discretion of the Energy Unit and program priorities.

PART II

INFORMATION REQUIRED FROM APPLICANTS.

The following information must be submitted by all applicants to be considered. *Failure to attach/include the requested information will result in the rejection of the proposal.*

1. [Online Application](#) (see link and instructions below)
2. [Approved Budget Form](#) (see link and instructions below)
 - a. If an indirect cost rate is used in the budget, the [Certificate of Indirect Costs](#) (included in the Proposal Worksheet) must be selected, signed, and submitted (see link and instructions below) [if applicable]
3. Material certification [if applicable]
4. Documents of previous energy management work [if applicable]
5. Price estimates or quotes for the proposed project [if applicable]
6. Most recent copy of the A-133 or outside audit OR the most recent financial statements (balance sheet and income statement). Applicants that receive cumulative federal funding of over \$750,000, or that receive a single state award over \$500,000 are required to provide an A-133 single audit [if applicable]
7. [State Historic Preservation Office \(SHPO\) Section 106 Review Form](#) (see link and instructions below) [if applicable]
8. [National Environmental Policy Act \(NEPA\) Form](#) (see link and instructions below) [if applicable]
9. [Build America, Buy America Waiver Request Form](#) (see link and instructions below) [if applicable]

Please see instructions below for additional information:

II-A Online Application

Complete the [Online Application](#). Questions marked with an asterisk (*) require a response. Applicable materials listed in Section II must be uploaded within the Online Application. Applicants can submit their completed Online Application by clicking the “Submit” button on the bottom of the application page.

NOTE: DO NOT CLOSE THE ONLINE APPLICATION PRIOR TO SUBMITTING, OR ELSE ALL PROGRESS WILL BE LOST.

II-B Approved Budget Form

1. Applicant(s) must use the [Approved Budget Form](#). All budget categories must be addressed. Please use “N/A” or “None” to indicate there are no costs

associated with a given budget category.

2. The following costs are **disallowed**: sick pay, holiday pay, paid vacation time, payroll taxes, vehicles, computers, real property (e.g., land and buildings), parking, tuition reimbursement/remission, vehicle allowance, car rental, subscriptions, dues, memberships, and repair of buildings and structures.
3. All applicants must provide a **minimum 0 percent (0%) match** of the total requested grant funds (aka “State share”). The sum of the State share plus the recipient share will equal the total allowable project cost.
4. **Personnel** – include all staff performing work on the project. For each staff person, provide their name, job title, annual salary/wages, and percent of time dedicated to the grant project.

NOTE: The State will require [Davis-Bacon Act](#) or prevailing wage rates to be paid.

5. **Fringe Benefits** – allowable benefits typically include health insurance, dental insurance, and optical insurance. For each listed staff person, provide their fringe benefit rate, and confirm their annual fringe benefit cost. Applicants will be required to detail/justify the fringe rates given in their proposed budget prior to an agreement being finalized. If fringe cost rates are approved by a federal agency, identify the agency and date of latest rate agreement, and include a copy of the rate agreement with the application. If fringe cost rates are not approved by a federal agency, explain how total fringe benefit costs were calculated. Your calculations should identify all rates used along with the base they were applied to (and how the base was derived), and a total for each (along with the grand total).
6. **Contractual Services** – include all anticipated service contracts required for the project. All sub-recipients, vendors, contractors, and consultants and their estimated costs should be identified. Provide the vendor or contract name, the service to be provided, and the dollar amounts to be paid using grant funds and/or matching funds. Use to be determined if the entity is unknown. Include the basis of cost for each item (competitive, historical, quote, catalog, etc.).
7. **Supplies & Materials** – include items costing less than \$5,000 per unit or a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Supply items must be direct costs to the project and not duplicative of supply costs included in the indirect pool that is the basis of any indirect rate applied for this project. Provide the item, unit cost, and quantity of units. Confirm the matching funds amount, if applicable.
8. **Equipment** – include items costing \$5,000 or more per unit and having a useful life of one year or more. Provide the item, unit cost, quantity of units, and the dollar amounts to be paid using grant funds, and/or matching funds.

List all proposed equipment and briefly justify its needs as it applies to the objectives of this proposal. If the equipment is being proposed as cost match and was previously acquired, provide the value of its contribution to the project and a rationale for the estimated value shown. If it is new equipment that will retain a useful life upon completion of the project, provide a rationale for the estimated value shown. Also, indicate whether the equipment is being used for other projects or is 100% dedicated to this project. Equipment purchases will require additional documentation, such as Lien or Uniform Commercial Code Filing, and the State of Michigan listed as the lienholder/creditor for 5 years prior to reimbursement.

9. **Other Direct Costs** – include all other known direct costs not otherwise categorized or disallowed. Provide the title/name and the cost of each item/service listed.
10. **Travel** – include all mileage, lodging, meals, and other known travel costs. Provide travel costs separately as mileage, lodging, meals, and other known travel costs. All listed travel must be necessary or beneficial to the performance of the proposed project. State of Michigan travel rates must be used for all travel expenses. The most recent State of Michigan Travel Rates are posted by the [Michigan Department of Technology, Management & Budget](#).
11. **Indirect Rate** – provide the indirect rate (up to 10 percent maximum) used by applicant's organization as a percentage of the **total direct cost**. If the applicant's indirect cost rate has been approved by a federal agency, identify the agency, date of the latest rate agreement, and submit a copy of the agreement with the application.
NOTE: Applicant(s) will be required to justify their indirect rate given in their budget if it exceeds 10 percent. Additionally, all applicants including an indirect rate must sign and submit a [Certificate of Indirect Costs](#).
12. **Incurring Costs** – The State is not liable for any costs incurred by an applicant prior to issuance of a [Grant Agreement](#). The following documentation will be required by selected applicants to receive reimbursement:
 - a. Receipt/Invoice or payroll summary for cost incurred.
 - b. Proof of payment via bank statement, ACH payment, or scanned cashed check.*NOTE: All match types (cash, in-kind, third-party) will be held to the same documentation requirements.*

Additional Budget Information:

1. In the event of a partially funded proposal, selected applicant(s) will be

required to submit a revised proposal before entering into a Grant Agreement. The proportion of direct costs to indirect costs will remain the same as in their original request. *New line items to the revised budget are not allowed.*

2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. If the entire State share of the grant award is expended, the entire in-kind and/or matched funds must be spent and supported by source documentation. If the entire State share of the grant award is not spent, the in-kind and/or matched funds may be reduced proportionately by the percentage of the grant award not spent.
4. Selected applicant(s) may not commingle award funds with current or future awards received from the DOE. Financial assistance from each funding source must be managed, reported, and accounted for separately from all other funding sources.
5. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, existing capital must be returned to the State of Michigan.

II-C Certificate of Indirect Costs

If an indirect cost is included in the proposed budget, it must be certified using the [Certificate of Indirect Costs](#). The certificate must be signed on behalf of the organization by an individual at a level no lower than vice president or chief financial officer of the organization that submits the proposal. This certification is included within the proposal worksheet and must be checked to certify.

PART III SELECTION CRITERIA

All proposals received shall be subject to an evaluation by EGLE's Energy Unit. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a [Grant Agreement](#) to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

Proposals failing to meet the eligibility requirements described in Section I-C, that do not comply with the requirements of the Grant Agreement, and/or which are incomplete, **will be rejected automatically**. Proposals meeting the eligibility requirements will be evaluated according to the scoring criteria and weighting factors below.

III-A Proposal Selection

Submitted applications will go through an eligibility evaluation and risk assessment. Awards will be given at the discretion of the Energy Unit and program priorities on a first come, first served basis until all the funding is committed or until the application deadline of June 30, 2024. Priority will be given to applicants who are in disadvantaged census tracts, identified through the [Climate and Economic Justice Screening Tool](#), and/or have not received CEM funding in the past two years.

III-B Project Clarifications/Revisions

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project.

III-C Rejection of Proposals

EGLE's Energy Unit reserves the right to reject any and all proposals received as a result of this RFP or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and the Energy Unit. The Energy Unit will not pay for the information solicited or obtained as a result of a consultant/vendor's response to any RFP.

III-D Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms and enter into a Grant Agreement with the State within 45 calendar days of being notified of funding availability. The Agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

PART IV

ADDITIONAL INFORMATION

IV-A Acceptable Match Types

Applicants may use cash, bond proceeds, tax-exempt leasing and/or Michigan SAVES financing for some or all of their match, and those that do will receive favorable consideration. Match may be categorized as in-kind or monetary from a third-party, or in-kind or monetary from the applicant organization. Match is subject to the same backup documentation as expenses incurred.

IV-B SIGMA Vendor Registration

All selected applicants must be registered as a vendor of the State of Michigan on the SIGMA Vendor Self Services (VSS) before entering into a Grant Agreement. If you are an existing vendor and have an account in [Sigma VSS](#), please verify that all your account information is correct. If not, please use the [Sigma VSS](#) to register. This website is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan and allows you to be paid in the event that you are awarded a contract. **Your registration may take up to two weeks to be processed.**

IV-C News Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

IV-D Disclosure of Proposal Contents

All information in a bidder's proposal and any Grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, *et seq.*

IV-E Copyrighted Materials

See Section VI of the [Grant Agreement](#) for a summary of intellectual property provisions.

IV-F Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the proposal whether or not that applicant performs them. Further, the State will consider the selected applicant (Recipient) to be the sole

point of contact with regard to grant matters, including but not limited to payment of any and all costs resulting from the anticipated grant. If any part of the work is to be subcontracted, the Recipient must notify their Grant Manager and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, descriptive information concerning subcontractor's organizational abilities, Federal Employer Identification Number (FEIN), UEI number, and/or state license number. The State reserves the right to approve subcontractors for the project and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the Grant. For additional information, see Section VII and VIII of the [Grant Agreement](#) for a summary of delegation provisions.

IV-G Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants.

IV-H State Historic Preservation Office (SHPO) Section 106 Review Form

If the applicant is conducting ground-disturbing activity or work on a building(s) that is/are at least fifty years of age or older, applicant must complete in full the State Historic Preservation Office Application for Section 106 Review. The review process must be completed prior to the expenditure of federal funds. No project that results in an adverse effect to a historic property will be considered for funding. Projects may be modified to avoid adverse effects. **Submit [this form](#) with your proposal. EGLE's Energy Unit will review and forward to the State Historic Preservation Office, as necessary.**

IV-I National Environmental Policy Act (NEPA) Form

All activities undertaken with grant funds must comply with the [National Environmental Policy Act \(NEPA\) of 1969](#) (42 U.S.C. Section 4321 *et seq*). It is the Recipient's responsibility to acquire all necessary environmental permits to operate in the State of Michigan. **Submit [this form](#) with your proposal for review.**

IV-J Davis-Bacon Act Requirements

The Davis-Bacon Act requires that all laborers and mechanics that are non-government employees receive prevailing wages. This requires that the

Department of Labor wage rate report is included with agreements that are affected by the Davis-Bacon Act requirement. If applicable, all positions that are related to an agreement subject to the Davis-Bacon Act must be classified accordingly. Weekly time reporting requirements and necessary forms are listed in the Grant Agreement, Addendum to Part II. Detailed information about the Davis Bacon Act can be found at the [U.S. Department of Labor website on federal Contracts-Working Conditions](#).

IV-K Build America, Buy America Act Requirements

The [Build America, Buy America Act \(BABA\)](#), enacted as part of the [Infrastructure Investment and Jobs Act](#), established a domestic content procurement preference for all federal financial assistance obligated for infrastructure projects after May 14, 2022.

Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

1. All iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States,
2. All manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
3. All construction materials¹ are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable

¹ Excludes cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives.

computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

“Construction materials” includes an article, material, or supply—other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is or consists primarily of:

- Non-ferrous metals,
- Plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables),
- Glass (including optic glass),
- Lumber, or
- Drywall.

“Domestic content procurement preference” means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

“Infrastructure” includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

“Project” means the construction, alteration, maintenance, or repair of infrastructure in the United States.

Waiver Process

When necessary, an applicant may request a waiver from the BABA requirements. This request must be first submitted to EGLE since EGLE is the prime recipient of the federal funds. EGLE will then review the waiver request, and if warranted, submit it to the DOE. Waiver requests are subject to review by the DOE and the Office of Management and Budget (OMB), as well as a public comment period of no less than 15 calendar days. Waiver requests will be made publicly available on the DOE’s and OMB’s websites. The DOE may reject or grant waivers in whole or in part depending on its review, analysis, and/or feedback from OMB or the public. Waiver requests may take up to 90 calendar

days to process. **To be considered for a waiver from the BABA requirements, submit [this form](#) with your proposal for review.**

NOTE: A proposal that fails to meet the BABA requirements without an approved waiver request will not be eligible for funding.