



CITY OF MARINE CITY
300 Broadway Committee Meeting Agenda
City Hall, 260 S. Parker Street
Monday, February 27, 2023; 5:00 P.M.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Chairperson Brian Ross, Committee Members Laura Merchant, Michelle Nichter, Cheryl Ross, Kim Turner, Andrew Pakledinaz, Sheryl Zimmer; Interim City Manager James Heaslip; Interim City Clerk Jason Bell.
4. **APPROVE AGENDA**
5. **PUBLIC COMMENT** *Anyone in attendance is welcome to address the Board. Please state name and limit comments to five (5) minutes.*
6. **APPROVE MINUTES**
 - A. Meeting Minutes – January 23, 2022
7. **UNFINISHED BUSINESS**
 - A. 13 Ways to Kill a Community
 - B. Project Priorities:
 - i. Changing Locks Update, HVAC Update, Fire Suppression System Update
 - C. Fundraising Opportunities – Discussion
 - D. Business Plan – Discussion
 - E. Determine Top 7 Project Goals
8. **NEW BUSINESS**
 - A. MEDC CDBG Public Gathering Spaces Grant Application
 - i. Assignment of Grant Requirements to Committee Members
 - ii. Assignment of Grant Pitch to Commission for Finding Mechanism
 - iii. Determine Other Potential Financial Resources
 - B. Assignment of City Commission Report
 - i. Project Vision Summary
 - ii. Outline for Achieving Vision
 - iii. Financial Needs to Stabilize Building for 2023/2024 Budget
 - iv. Potential Grant Funding Opportunities (Existing or Past Grants that Could be Available in the Future)
 - C. Bandstand Rental - Discussion
9. **OPEN DISCUSSION**
10. **ADJOURNMENT**

City of Marine City
300 Broadway Committee Meeting Minutes
January 23, 2023

A regular meeting of the 300 Broadway Committee was held on Monday, January 23, 2023, at 260 S. Parker Street, Marine City, MI 48039 and was called to order at 5:02 pm by Chairperson Brian Ross.

The Pledge of Allegiance was led by Vice Chairperson Merchant.

Present: Chairperson Brian Ross, Vice Chairperson Laura Merchant, Committee Members Michelle Nichter, Andrew Pakledinaz, Sheryl Zimmer; Interim City Manager James Heaslip; City Clerk Shannon Adams

Absent: Committee Member Cheryl Ross.

Motion by Committee Member Merchant, seconded by Committee Member Turner, to excuse Committee Member C. Ross due to being away on vacation. All Ayes. Motion Carried.

Approve Agenda

Motion by Committee Member Merchant, seconded by Committee Member Turner, to approve the agenda with 7f moved to 7a. All Ayes. Motion Carried.

Public Comment

Paul Merchant commented his concerns about rumors he had heard related to the dissolution of the 300 Broadway Committee and that a conversation related to that matter had been on the recent Friends of City Hall Agenda.

Approve Minutes

Motion by Committee Member Merchant, seconded by Committee Member Zimmer, to approve the 300 Broadway Committee Meeting Minutes of November 28, 2022. All Ayes. Motion Carried.

Unfinished Business

Zoom Meeting with Architect

Michael Kirk joined the meeting to answer questions related to the 300 Broadway building architectural drawings.

The following list identifies various questions asked by Committee Members and answers given by Mr. Kirk.

Q: How many bathrooms were required per level to be ADA (Americans with Disabilities Act) compliant?

A: If there was an elevator that reaches every floor, then bathrooms could be on every other floor. With the upstairs having the most occupancy load, toilet rooms were needed on that floor.

Q: If an elevator was constructed on the exterior of the building, was it also possible to have an exterior family bathroom?

A: The requirement was to provide so many toilets per person based on the occupancy load of the building. A family bathroom was okay but it would need 8 fixtures on the upper floor. A bathroom could possibly go in the attic room, depending on the elevator placement. Barrier free access had to be provided to every location, including the stage. There was only one location that met that requirement for the elevator.

Q: Clarifying including the mezzanine and stage?

A: Yes. Access must be provided to visitors and staff if it was operated as a public building or by a non-profit for public use. If it was private use, the same requirements did not apply.

Q: Inquiry was made about stairwell needs and removing the existing bathroom in the mezzanine?

A: Yes, a new bathroom could be constructed. With the occupancy being 200+, there needed to be two means of exit. Stairs could be constructed on the outside of the building but this was not ideal due to no basement access.

Q: Could access to the basement be avoided by only using it for storage or utilities?

A: Storage was still occupied space. If it were just utility use, that may be a question for the building official as to their interpretation. Generally, mechanical use was still considered occupied space. The space could be filled in.

Q: Could a chairlift be used instead of an elevator?

A: It may be considered by the State as a means to grant barrier free access, but that determination would come from them.

Q: Could all of the bathrooms be downstairs rather than the ball room?

A: No, because the majority of the occupancy load is on the ball room floor.

Q: How do other places, such as those in Detroit like the FOX, get around the rules related to bathrooms as theirs are in the basement?

A: The building had been in continuous use as a theater and therefore not required to meet current code.

Q: Could two chair lifts in two different locations be used to meet all floors.

A: Yes. A chairlift was going to be slower. Two minutes versus 30 seconds for an elevator.

Q: Could a bathroom over the attic be sufficient for the opera house level?

A: There is an argument to be made. That is a half level, not a full level.

Q: As restoration was in progress, was it possible to use certain areas while the rest was in progress?

A: Yes.

Q: Could a ramp be used in places to permit barrier free access?

A: Keep in mind a 3 foot level change would require a 40 foot ramp.

Q: Could the turnbuckles in the opera house be removed?

A: Slate shingles are very heavy and they pushed the walls out. The turnbuckles were installed to hold the building together where it was separating. Significant work would need to be done in the attic to repair, then the turnbuckles could be removed.

Q: Were you aware of any additional details that could aide in grant funding?

A: It was believed Linda Davis-Kirksy exhausted all options available. T.I.F.A. money was used in phase 1 due to there being T.I.F.A. money on the building, all future work must be reviewed, both interior and exterior, through the state historical preservation office. Could look into a new state tax credit program, though it was difficult due to the competitive nature of it. One of the best ways to get tax credit program was for a non-profit to transfer to a for-profit subsidiary. This would require the guidance of a tax specialist. T.I.F.A. was one of the only city related means of funding the project.

The entire Zoom call can be viewed in two parts at:

<https://youtu.be/wDEHUo-SpdY>

https://youtu.be/J2u_ZAb7ZXM

13 Ways to Kill a Community

Motion by Committee Member Turner, seconded by Committee Member Pakledinaz, to table the matter until Committee Member Cheryl Ross could be present to speak about it. All Ayes.

Motion Carried.

Project Priorities

Changing Locks Update – Interim City Manager Heaslip indicated he did not have an update on this item from DPW Superintendent Mike Itrich. Committee Member Nichter indicated that the stage door off the front entrance would no longer close/lock correctly.

HVAC Estimate Update – Interim City Manager Heaslip indicated he did not have an update on this item from DPW Superintendent Mike Itrich. Committee Member Merchant indicated she believed the DPW Superintendent had a quote related to expanding the existing system to cover more area.

Fire Suppression System Update – Interim City Manager Heaslip indicated DPW Superintendent Mike Itrich informed him that the conversion at no cost to the City from wet to dry would happen in approximately a week.

Fundraising Opportunities

Committee Member Merchant stated without knowing the limits of the building, it was impossible to plan an event, but that with the Teen Zone moving out, opportunities might be presented to use that space for fundraising purposes.

Committee Member Zimmer stated that the Historical Society would be celebrating their 30th Anniversary at the Lester House and planned to make part of the focus Historic City Hall.

Committee Member Turner suggested having a wine tasting event in the building. Interim City Manager Heaslip stated a special event permit would be required and they would need to look at getting a temporary license through the state to serve alcohol. Committee Member Turner also suggested hosting drag queen bingo. Interim City Manager Heaslip reiterated a special event permit would be needed for any special event held on City owned property.

Business Plan

Committee Member Merchant stated that hall rental numbers were being updated as part of the business plan. Committee Member Zimmer indicated a desire to have a wedding planning company walk through the building to gain additional ideas how the space could be used as a wedding venue.

Top 7 Project Goals

Chairperson B. Ross identified his top seven goals as: Return the exterior to high state of restoration meaning no leaks and adhere to regular and scheduled maintenance; allow a portion to be a welcome center for visitors to Marine City as well as a gathering place for residents; restore the "Opera House" to its former grandeur to be used for events; rent a portion as soon as possible to have a revenue stream for funding utilities/upgrades; actively apply for grants and other revenue for upgrades; creatively integrate ADA compliancy actions to keep the historical significance of building while also improving access; and begin to hold more awareness events at 300 Broadway to educate the community and visitors on historical significance to increase both awareness and donations for the building.

Committee Member Merchant identified her top seven project goals as updated architectural drawings; completing the business plan; completing the sprinkler system; expanding the HVAC system; reaching out to local builders for assistance and/or donations of their time; and opening the teen center as a trial community center once the River Rec Teen Zone moves out.

New Business

None.

Open Discussion

Committee Member Pakledinaz addressed the public comment made by Paul Merchant stating that rumors had reached him that the City may not have a continued interest in managing 300 Broadway thereby the item was placed on the agenda of Friends of City Hall to discuss their continuing interest in the building should the city's committee be disbanded and there was a decision to sell the building by the City. Interim City Manager Heaslip indicated having heard the same rumor but that Friends of City Hall was interested in taking back the building on a lease and that if such a lease were presented to him, he would place it before the City Commission for consideration.

Adjournment

Motion by Committee Member Sheryl Zimmer, seconded by Committee Member Merchant, to adjourn at 6:53 pm. All Ayes. Motion Carried.

Respectfully submitted,

Shannon Adams
City Clerk

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

CDBG Public Gathering Spaces Initiative**PROGRAM INFORMATION**

The 2023 Public Gathering Spaces Initiative (PGSI) will fund improvements intended to increase usability, accessibility, and seasonality within new or existing community spaces on publicly owned property. By supporting the creation or expansion of public gathering spaces in low-and-moderate income (LMI) communities throughout Michigan, PGSI will create and enhance recreational places that will allow residents to gather, relax, celebrate, and commemorate. PGSI funds projects including, but not limited to, parks, town squares, playgrounds, amphitheaters, and farmer's markets.

Through a competitive application round, the 2023 Public Gathering Spaces Initiative will award Community Development Block Grant (CDBG) funding to eligible Units of General Local Government (UGLG) between \$750,000 and \$2,000,000. Eligible UGLGs will be required to provide a minimum of a 10% financial match based on the project's total cost.

APPLICATION INFORMATION

The anticipated launch of the PGSI application is **mid-February 2023**. The application window will be open for approximately 60 days. A copy of the full application is available for reference in [Appendix A: Application](#). The first section of the application will ask questions to determine an applicant's eligibility to participate in the program. The second section will ask narrative questions and may require document submissions that will be used to score applications. The last section will ask applicants to certify their application for submission.

CDBG PUBLIC GATHERING SPACES INITIATIVE WEBINAR

Please join MEDC staff for an informational webinar on **March 1, 2023 from 1:00-2:00 pm**. This webinar will provide attendees with a high-level overview of the program followed by a questions-and-answers session. Participation is free and registration is required to attend.

[Register Here](#)

ELIGIBILITY

Eligible applicants for the Community Development Block Grant Public Gathering Spaces Initiative will include non-entitlement small cities, townships, and villages with a population of less than 50,000 that are listed on the [CDBG Low/Mod Income Community Customers and Project Areas](#) list. Eligible Applicants need to meet the Low-And-Moderate Income Area Benefit national objective, meaning that projects must demonstrate that the project benefits all residents within the LMI community. This benefit is also known as LMI Area Benefit (LMA) Projects. For more information regarding LMI Area Benefit Projects, please reference the [Community Development Block Grant Funding Guide](#).

QUESTIONS?

Prior to the application going live, contact your local [Community Development Manager](#). Once the application goes live, please email publicgatheringspaces@michigan.org for support. Answers to questions received will be posted publicly on a weekly basis on this webpage.

ELIGIBLE ACTIVITIES

- **Permanent infrastructure** required for the successful creation and/or operation of a public gathering space such as utility infrastructure, playground equipment, public restrooms, drinking fountains, sidewalks, etc.
- **Permanent amenities** including, but not limited to, outdoor speaker systems, exterior heating systems, lighting, affixed tables, benches, pavilions, public art, etc.
- **Universal Accessibility design elements** that enable public spaces to comply with the Americans with Disabilities Act (ADA) and create welcoming public spaces for residents of all abilities, such as, accessible playground equipment, modified restrooms, etc. For more information, please refer to [Appendix C: Universal Design](#).
- **Other permanent infrastructure or amenities**, deemed eligible by HUD, necessary to support the accessibility and seasonality of a public gathering space

REQUIRED MATERIALS FOR APPLICATION SUBMISSION:

- Completed PGSI Application
- Before Photos of the Proposed Site (minimum of three)
- Site Plan
- Project Location Map (Aerial map or Google map showing project location & boundaries)
- Project Rendering
- Detailed Project Budget
- Third-Party Cost Estimate (Davis Bacon will apply to the entire project.) See the "Program Requirements and Compliance" section of the CDBG Funding Guide for more information.)
- Project Maintenance Plan
- Marketing/Promotions Plan
- Authorizing Resolution
- Public Participation Form
- Public Hearing Notice – Published
- Public Hearing Minutes or Summary of Meeting
- Certification by the UGLG Applicant Form
- Statement of Assurances Form
- Anti-Displacement and Relocation Plan
- Optional Attachment: Design Review from an organization representing people with disabilities (needed for Universal Design points).
- Optional Attachment: Opinion of a licensed professional engineer (P.E.) that plans to meet Green Infrastructure criteria.
- Optional Attachment: Excerpts from local plan identifying the project as a priority.

DOCUMENTS:

- [Appendix A: Example Application](#)
- [Appendix B: Budget](#)
- [Appendix C: Universal Design](#)
- [Appendix D: Scoring](#)
- [Appendix E: Timeline](#)
- [Program Guidelines](#)
- [Public Gathering Spaces Info Sheet](#)

FREQUENTLY ASKED QUESTIONS

How will MEDC be evaluating applications?

Applications will be evaluated and scored on a variety of factors, including but not limited to the criteria below. For more information on scoring, please review [Appendix D: Scoring](#).

- **Recent MEDC CDBG Grant Awards & Low-and-Moderate Income (LMI) Communities:** In an effort to disperse funds widely across the state to LMI Communities, MEDC is looking to prioritize applications from UGLGs that do not currently have an open CDBG project with the organization (including projects under a Letter of Intent); however, having an open CDBG grant project with MEDC does not automatically disqualify UGLGs seeking financial support. ****Please note that communities awarded a PGSI grant in 2022 will be ineligible for this funding round.***
- **LMI Population:** UGLGs with a higher percentage of LMI residents will receive preference.
- **Fit with community vision/priority/strategy:** Competitive applicants will describe the location of the project, highlight the purpose and need of the proposed improvement and/or creation of the public gathering space, articulate who will benefit from the project, provide a detailed scope of the project, and articulate how the project aligns with the UGLG's master plan (or other locally approved document).
- **Fit with initiative priorities:** MEDC is looking to prioritize Public Gathering Spaces projects that address the seasonality and accessibility of new or existing public spaces across Michigan communities. Competitive applicants will identify how the scope of their project meets both objectives by provided specific and detailed examples.
- **Community Benefit:** Competitive applicants will be able to articulate how the creation and/or expansion of the Public Gathering Space benefits all residents by providing project specific examples.
- **Project Location:** Consideration will be given to the location of the public gathering space within the community, with additional scoring points provided to projects located within a downtown area or high impact corridor/gateway.
- **Project Sustainability:** Projects will gain additional scoring points for the incorporation of green infrastructure elements.
- **Partnership and Resource Leveraging:** Competitive applicants will articulate how they have leveraged outside funding sources to enable the project to come to fruition.

What is the anticipated timeline for the Public Gathering Spaces Initiative?

- Please reference [Appendix E: Timeline](#) for an updated program timeline. All dates are subject to change.

What are the Compliance and Reporting Requirements?

- An Applicant agrees to adhere to HUD, CDBG and MEDC rules, regulations, and the [Grant Administration Manual](#) (GAM) policies, procedures and reporting requirements including [Davis Bacon](#) wages. In agreeing to this, the entity will ensure that all entities involved in completing the proposed project will also adhere to rules and regulations during grant administration. If an application is approved for funding, PGSI funding round — grantees must verify that they are willing to comply with all additional MEDC requirements, including but not limited to, marketing, promotions and reporting. A background check will be conducted on the applicant and staff managing the grant for the applicant. Additional terms and conditions related to these requirements will be defined in the final grant agreement.

**Public Gathering Spaces Initiative (PGSI) Application
 Community Development Block Grant (CDBG) Program
 Fiscal Year 2023 Funding Round**

PGSI Application				
UGLG (Unit of General Local Government) Point of Contact	First and Last Name:			
	Title:			
	Email:			
	Cell Number:		Office Number:	
	Best way to contact:	<input type="checkbox"/> Email	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Office Phone
	Business Role:	<input type="checkbox"/> Employee	<input type="checkbox"/> Consultant	<input type="checkbox"/> Other: Please describe your role
UGLG Information	UGLG Name:			
	Street/PO Box:			
	City:		County:	
	State:		Zip Code:	
	UGLG UEI # (SAM):			
	- UEI Info: http://sam.gov/content/home			
	UGLG's Federal Tax ID #:			
	Please provide information on State of Michigan Representation.	Senator Name _____		
		Senate District _____		
		Representative Name _____		
House District _____				
Please provide information on Federal Government Representation.	Representative Name _____			
	Congressional District _____			
Please verify the UGLG's low to moderate income community percentage. Note – in order to apply for the Public Gathering Spaces program, the community must be considered a low to moderate income community (51% or greater).	<input type="checkbox"/> 51-55% <input type="checkbox"/> 56-60% <input type="checkbox"/> 61-65% <input type="checkbox"/> 66% and above			
	A direct link listing the LMI Community Percentage can be found here .			

	Does the UGLG have open CDBG grants, including CDBG housing or infrastructure grants, or executed Letters of Intent (LOI) related to a CDBG project?	<input type="checkbox"/> Yes <i>If yes, please provide the grant number(s) and/or project name (if the project is still under LOI):</i> <input type="checkbox"/> No <i>*Please note that communities awarded a PGSI grant in 2022 will be ineligible for this funding round.</i>
UGLG Information (Continued)	Does the UGLG have any unresolved CDBG grant issues and/or findings?	<input type="checkbox"/> Yes <i>If yes, please provide the grant number and explain the issues and findings:</i> <input type="checkbox"/> No
CDBG Certified Grant Administrator (CGA) Questions	In this section, identify who will be administering the proposed project (Check One).	<input type="checkbox"/> A MEDC CGA will administer the project. The CGA has not yet been selected and the contract amount is unknown. The contract has not yet been signed, the MSF will fund the costs, and the administration line item on the CDBG budget (Attachment B) has been left blank. <input type="checkbox"/> A MEDC CGA on the staff of the UGLG will administer the project. These costs are not eligible as match or CDBG reimbursement. The administration line item on the CDBG budget (Attachment B) has been left blank. Provide the name and contact information for the MEDC CGA person at the UGLG who will be responsible for administering the proposed project: Name: Business Address: Phone Number: E-mail:
Project Name		
Project	Address of Proposed Project	Street Address:

Details		City:	State:	Zip:
	Is the project located within a traditional downtown or high impact commercial corridor?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Project Highlights			
	Identify the total square footage of any <u>NEW</u> (currently vacant or underutilized) space being activated?	Total Square Footage being activated:		
		How long has the space been vacant and/or underutilized?		
How long has the property been owned/maintained by the UGLG?	Please describe:			
	REQUIRED ATTACHMENT: Please include a Project Location Map. This map will be an aerial map showing the project location and boundaries (ex. Aerial Google map with the boundaries outlined). Include as Attachment A.			
Project Scope	Please describe the scope of the project the community is seeking to fund through the CDBG PGSI program. Please highlight where the project is located, why this improvement is needed, and how the project will benefit the community. Additionally, please provide examples of how this project aligns with the UGLG's master plan (or other locally approved plan). Please note that only narrative provided in this section will be reviewed by the scoring committee			

	OPTIONAL ATTACHMENT: Please include a copy of the locally approved plan that references the creation or improvement of the public gathering space.		
	REQUIRED ATTACHMENT: Provide a minimum of three "before photos". Include as Attachment B, "Before Photos".		
	REQUIRED ATTACHMENT: Provide a detailed site plan of the project site. Include as Attachment C, "Site Plan".		
	REQUIRED ATTACHMENT: Provide a detailed rendering of the proposed project. Include as Attachment D, "Rendering".		
Project Budget	Total Project Cost:		
	Grant Request:		
	Match Amount (a minimum 10% match is required):		
	Match to Total Project Cost Ratio: <input checked="" type="checkbox"/> 10% <input type="checkbox"/> 11-15% <input type="checkbox"/> 16-24% <input type="checkbox"/> 25% <input type="checkbox"/> Other:		
	Source(s) of UGLG's committed cash matching funds (please check all that apply): <input type="checkbox"/> General Fund <input type="checkbox"/> Road Funds <input type="checkbox"/> DDA or other district funds <input type="checkbox"/> Bonding <input type="checkbox"/> Other *Note: Special assessments are not allowed		
	If the UGLG included "other" funds above, please check the specific funding source(s) that the "other" committed cash match will be	<input type="checkbox"/> Other grants and/or loans where agreements are in place and the funds are immediately available and committed.	
		<input type="checkbox"/> Other public and/or private cash that is immediately available and committed.	
		<input type="checkbox"/> Other funds that are immediately available and committed.	

	<p>comprised of:</p>	<p>Describe all "other" funds:</p>
<p>REQUIRED ATTACHMENT: Attach a detailed project budget that includes the full scope of the completed project. See Appendix B.</p>		
<p>REQUIRED ATTACHMENT: Attach a third-party cost estimate that aligns with the expenses listed in the project budget. Please note <u>Davis Bacon</u> wages will apply to the entire project. See the "Program Requirements and Compliance" section of the <u>CDBG Funding Guide</u> for more information. Include as Attachment E, "Cost Estimates".</p>		
<p>Timeline</p>	<p>Proposed Project Start Date:</p>	<p>Anticipated Project Completion Date:</p>
	<p>Design Engineering Start Date:</p>	<p>Design Engineering End Date:</p>
	<p>Construction Start Date:</p>	<p>Construction End Date</p>
	<p>Please describe how your community determined the timeline for the proposed project? Additionally, please reference any local approvals that will need to take (or have already taken) place for the project to remain in-line with the timeline above.</p>	

Narrative Questions	<p>PGSI funding round aspires to support projects that are expanding the seasonal operation of new or existing public spaces. Please provide details on how the existing space is currently being utilized and provide specific examples of how the proposed project will meet the objective of expanding seasonal operations – including, but not limited to – design elements, how the space will be programmed for public use, and how the space will function.</p>
	<p><i>PGSI funding round aspires to support projects that are increasing universal accessibility of new or existing public spaces. Please describe how the proposed project incorporates Universal Design elements and why these elements are needed in order to make the public space more accessible. Please provide specific examples that can be clearly identified in the project site plan. Elements & Examples of Universal Design can be found in Appendix C. Note: Projects, at a minimum, must meet Americans with Disability Act (ADA) requirements in order to be considered for funding.</i></p>

In conjunction with the low-to-moderate area-wide benefit national objective of the CDBG program, please describe how the proposed project will benefit the entire community. Please provide specific examples.

		<p>REQUIRED ATTACHMENT: Please provide a copy of the UGLG’s maintenance plan for this public space. Include as Attachment F, “Maintenance Plan”.</p>	<p>REQUIRED ATTACHMENT: Please provide a copy of the UGLG’s marketing plan for this public space. Include as Attachment G, “Marketing Plan”.</p>
	<p>OPTIONAL ATTACHMENT: Based on the Green Infrastructure priority criteria, in the opinion of a licensed professional engineer (P.E.) confirm and include supporting evidence as Attachment O, “Green Infrastructure” that the plans put forth in the application meet one of the following specifications:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project maintains the post-development project site runoff volume and peak flow rate at or below pre-settlement levels for all storms up to the 2-year, 24-hour event. The pre-settlement levels are based on the estimate of soil type and land cover existing before the first recorded construction on the site. <input type="checkbox"/> The project maintains the post-development project site runoff volume and peak flow rate at or below the pre-development levels for all storms up to the 2-year, 24-hour event and at a minimum provide a reduction in current runoff volume. Pre-development level means the runoff flow volume and rate for the last land use prior to the planned new development or redevelopment. <input type="checkbox"/> The proposed project does not involve Green Infrastructure. 		
<p>Additional CDBG Program Requirements</p>	<p>UGLG Conflict of interest Disclosure:</p>	<p><input type="checkbox"/> Employees, agents, consultants, officers, elected or appointed officials of the UGLG will obtain a financial interest or benefit from a CDBG assisted activity or will have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.</p>	

		<input type="checkbox"/> Officials and staff of the UGLG will be a party to contracts involving the procurement of goods and services assisted with CDBG funds.
	Compliance Requirements. Check all that apply:	<input type="checkbox"/> No conflicts. <input type="checkbox"/> The project will impact historic properties or archaeological sites and districts. <input type="checkbox"/> The project will impact wetlands. <input type="checkbox"/> The project is in a floodplain and/or will impact a floodplain. <input type="checkbox"/> The project is in a coastal zone. <input type="checkbox"/> The project will require local, state, and federal permits. <input type="checkbox"/> The project will result in demolition or conversion of residential dwelling units, both occupied and vacant. <input type="checkbox"/> The project will result in temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants. <input type="checkbox"/> The project will result in special fees (i.e., tap in / hookup fees, special assessments). <input type="checkbox"/> None of the above
		<p><u>PLEASE DESCRIBE ALL THAT APPLY:</u></p>
Application & Eligibility Confirmation	By submitting this application on behalf of the identified UGLG, I certify – to the best of my ability – that the following information is accurate and complete.	<input type="checkbox"/> The UGLG is listed on the <u>CDBG Low/Mod Income Community Customers and Project Areas List</u> . <input type="checkbox"/> The UGLG anticipates that the project will be completed within two years of funding award. <input type="checkbox"/> The UGLG is requesting a grant between \$750,000 and \$2,000,000 – in line with the parameters outlined in the program guide.

	<p>Sample templates for required attachments G-O can be found in the document titled <i>Public Gathering Spaces Initiative Application Instructions</i>.</p> <p>When submitting Attachment Materials, please clearly label each attachment at the heading of each document.</p>	<p><input type="checkbox"/> The UGLG has committed a minimum cash match equal to 10% of the total project cost.</p> <p><input type="checkbox"/> The proposed project is located on a property owned by the UGLG.</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Project Location Map – Attachment A, “Location Map”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: A minimum of three before photos – Attachment B, “Before Photos”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Project Site Plan - Attachment C, “Site Plan”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Project Rendering – Attachment D, “Rendering”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Detailed Project Budget - (See Appendix B), “Project Budget”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Third Party Cost Estimate (Davis Bacon will apply). Attachment E, “Cost Estimates”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Detailed Maintenance Plan – Attachment F, “Maintenance Plan”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Detailed Marketing Plan – Attachment G, “Marketing Plan”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Authorizing Resolution – Attachment H, “Authorizing Resolution”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Public Participation Certification Form – Attachment I, “Public Participation Certification”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Public Hearing Notice-Published – See Template Attachment J, “Public Hearing Notice”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Public Hearing Minutes or Summary of Meeting – Attachment K, “Public Hearing Summary”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Certification by the UGLG Applicant Form – Attachment L, “Certification”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Statement of Assurances Form – Attachment M, “Statement of Assurances”</p> <p><input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Anti-Displacement and Relocation Plan –</p>
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		<p>Attachment N, "Anti-Displacement & Relocation Plan"</p> <p><input type="checkbox"/> OPTIONAL ATTACHMENT INCLUDED: Certification by licensed professional engineer that the plans meet Green Infrastructure objectives. – Attachment O, "Green Infrastructure"</p>
<p>By signing below, I certify that the PGSI application is complete on behalf of the UGLG for which I am applying.</p>		
<p>Signature from Authorized UGLG Official:</p>		<p>Date:</p>
<p>Name & Title</p>	<p>Email Address:</p>	

Public Gathering Spaces Initiative
 Appendix B: Budget

ACTIVITY COSTS	CDBG	UGLG	OTHER	TOTAL
Engineering	\$	\$50,000	\$	\$50,000
3 rd Party Environmental	\$	\$ 5,000	\$	\$ 5,000
Construction (includes contingency and bonding)	\$700,000	\$	\$	\$700,000
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
GRAND TOTAL	\$700,000	\$55,000	\$	\$755,000

Appendix C: Public Gathering Spaces Initiative and Universal Design

All projects must be designed and built to comply with ADA standards. We highly recommend the incorporation of Universal Design/Inclusive Design concepts as the guiding framework for all new construction and major renovations. Extra points will be awarded to applications that go above and beyond ADA compliance and incorporated Universal Design/Inclusive Design into the project.

The Americans with Disabilities Act (ADA) remains landmark civil rights legislation; yet the ADA Accessibility Guidelines are a minimum compliance standard born out of a naturally imperfect legislative and regulatory process. As such, the ADA is far from being an ideal standard of accessible design nor does it achieve the most inclusive spaces. By contrast, Universal Design/Inclusive Design encourages the development of spaces, products, and services that are easier for ALL users-- both with and without disabilities—to engage with.

- Public Gathering Space applications will be awarded up to 20 additional points for Universal Designed projects. Points will vary depending on the amount of the project that incorporates Universal Design.
- To qualify for the additional points applicants must design their project with Universal Design concepts and obtain an accessibility/Universal Design review of their project from an organization representing people with disabilities. This [link](#) provides a directory of the 15 Centers for Independent Living in Michigan. The information that is provided below includes many helpful resources for creating universally designed projects.

UNDERSTANDING UNIVERSAL DESIGN AND INCLUDING IT IN YOUR PROJECTS

Universal Design's [seven guiding principles](#) as first articulated by Ron Mace, AIA, and the Center for Universal Design at North Carolina State University School of Architecture are:

- 1). Equitable Use
- 2). Flexibility in Use
- 3). Simple and Intuitive Use
- 4). Perceptible Information
- 5). Tolerance for Error
- 6). Low Physical Effort
- 7). Appropriate Size and Space for Approach and Use

Universal Design Examples

This universal design playground article is helpful in understanding the concept of universal design and elements that can be brought into projects: <https://www.asla.org/universalplaygrounds.aspx>. Additionally, the American Society of Landscape Architects has helpful examples of universal design within parks and plazas: <https://www.asla.org/universalparksandplazas.aspx>. A web search of Universal Design will also bring up many images that pictorially show examples of universally designed outdoor spaces.

The **Universal Design Guidelines 2.0** which [Disability Advocates of Kent County](#) has developed are found [here](#).

Disability Advocates staff and partners have developed this set of guidelines to help communities and their design professionals realize the most inclusive spaces possible. The guidelines include both a comprehensive list of the Universal Design considerations along with a list of the priorities within each area. If you have any questions about these Guidelines or have recommendations to make them even more inclusive, do not hesitate to contact Patrick Parkes, the Absolutely Accessible Kent Business Development Coordinator at patrick.p@dakc.us.

ADDITIONAL HELPFUL SOURCES OF INFORMATION ON ACCESSIBILITY AND UNIVERSAL ACCESS

DISABILITY NETWORK MICHIGAN

www.dnmichigan.org

As noted above, Disability Network Michigan is comprised of the state's fifteen (15) Centers for Independent Living (CILs); Disability Advocates being one of the fifteen CILs. They are a resource for accessibility education, advocacy, and removing barriers for people with disabilities. The website includes a directory of CIL contact information.

GREAT LAKES ADA CENTER

<http://www.adagreatlakes.org>

The Great Lakes ADA Center provides information, materials, technical assistance, and training on the Americans with Disabilities Act. Topics addressed include non-discrimination requirements in employment, obligations of state and local governments as well as business to ensure that programs, services, and activities are readily accessible to and useable by people with disabilities.

Great Lakes ADA Center
University of Illinois at Chicago Institute on Disability & Human Development
1640 West Roosevelt Road,
Room 405 Chicago, IL 60608
Voice/TTY: (800) 949-4232 (V/TTY) MICHIGAN

NATIONAL CENTER ON ACCESSIBILITY

www.ncaonline.org

The National Center on Accessibility is a collaborative program of Indiana University and the National Park Service. It provides information on access for people with disabilities in recreation.

National Center on Accessibility
501 North Morton Street - Suite 109
Bloomington, IN 47404-3732
Comments: nca@indiana.edu

THE CENTER FOR UNIVERSAL DESIGN

www.ncsu.edu/ncsu/design/cud

The Center for Universal Design is a national information, technical assistance, and research center that evaluates, develops, and promotes accessible and universal design in housing, commercial, and public facilities, outdoor environments, and products.

The Center for Universal Design
College of Design
North Carolina State University
Campus Box
8613 Raleigh, NC 27695-8613
Voice: (800) 647-6777

DISABILITY RESOURCES

www.michigan.gov/disabilityresources

The Michigan Department of Labor & Economic Growth created this website, which is devoted specifically to the interests, concerns, and needs of Michiganders with disabilities. The website offers information on services and programs for people with disabilities offered by the state of Michigan as well as other sites of interest.

U.S. ACCESS BOARD

www.access-board.gov

The U.S. Access Board is designated by the Americans with Disabilities Act (ADA) as the agency responsible for developing minimum accessibility guidelines to ensure that new construction and alteration of facilities covered by ADA are accessible and useable by people with disabilities. Americans with Disabilities Act Accessibility Standards 2010

<https://www.access-board.gov/ta/>

The Access Board website provides links to technical assistance for several kinds of projects.

United States Access Board
1331 F Street, NW, Suite 1000
Washington, DC 20004-1111
Voice: (800) 872-2253
TTY: (800) 993-2822
FAX: (202) 272-0081

AMERICANS WITH DISABILITIES ACT (ADA)

<https://www.access-board.gov/ada/>

Below is a quick reference to general minimum requirements for accessible spaces, clearances, reaches, viewing, and operation. These are not specific to types of recreation you may be seeking to provide. Please reference the 2010 Americans with Disabilities Act Standards for Accessible Design Guidelines for the specific type of recreation to find the specific scoping and technical minimum requirements.

- Clear width = 36" minimum for most accessible routes
- Surfaces = ¼" maximum change, slopes less than 5%, firm and stable
- Head clearance = 80" high and as wide as the route
- Clear space = minimum 30" wide by 48" deep located at the element
- Viewing = clear from 32"-51" height
- Maneuvering space = 60" by 60" minimum and level, at entries and places for change of direction

- Transferable height = 17"-19" with transfer supports
- Knee clearance = 27" high by 30" wide by 25" deep
- Tabletops, counters, and rail heights = maximum 34" high
- Reach range = 48" maximum high forward; 15" minimum low on side

Appendix D: Scoring

Public Gathering Spaces Initiative

Scoring

How will the MEDC be evaluating applications?

Applications will be evaluated and scored on a variety of factors, including but not limited to:

- **Recent MEDC CDBG Grant Awards (10 points):** In an effort to disperse funds widely across the State to LMI Communities, the MEDC is looking to prioritize applications from UGLGs that do not currently have an open Community Development Block Grant project with the MEDC (including projects under a Letter of Intent); however, having an open CDBG grant project with the MEDC does not automatically disqualify UGLGs seeking financial support. **Please note that communities awarded a Public Gathering Space grant in 2022 will be ineligible for this funding round.*
- **Community LMI Percentage (Up to 10 points):** UGLGs with a higher percentage of LMI residents will receive points based on percentage of LMI population.
- **Fit with community vision/priority/strategy (20 points):** Competitive applicants will describe the location of the project, highlight the purpose and need of the proposed improvement and/or creation of the public gathering space, articulate who will benefit from the project, provide a detailed scope of the project, and articulate how the project aligns with the UGLG's master plan (or other locally approved document).
- **Fit with initiative priorities (Up to 60 points):** The MEDC is looking to prioritize Public Gathering Spaces projects that address the seasonality and accessibility of new or existing public spaces across Michigan communities. Competitive applicants will identify how the scope of their project meets both objectives by providing specific and detailed examples. A project review support letter from an agency serving people with disabilities is requested for Universal Design points.
- **Community Benefit (10 points):** Competitive applicants will be able to articulate how the creation and/or expansion of the Public Gathering Space benefits all residents by providing project specific examples.
- **Project Location (Up to 20 points):** Projects will be prioritized that are located and contribute to the vibrancy of a traditional downtown or high impact commercial corridor.
- **Green Infrastructure (10 points):** Projects that incorporate green infrastructure elements through the maintenance of post-development project site runoff volume are encouraged.
- **Partnership and Resource Leveraging (10 points):** Competitive applications will articulate how they have leveraged outside funding sources to enable the project to come to fruition.

Public Gathering Spaces Initiative Appendix E: Timeline

Anticipated Timeline (subject to change)

January 2023	Mid-February 2023	Late April 2023	July 2023	September 2023	December 2025
<ul style="list-style-type: none">• Public Gathering Spaces Initiative is announced• Program Documents Available Online	<ul style="list-style-type: none">• Application window opens	<ul style="list-style-type: none">• All Applications (including required attachments) will be due by 5pm	<ul style="list-style-type: none">• Applicants notified of grant award decision. Letters of Interest executed.• Background check forms will be given to awardees and must be submitted to the MEDC within 24 hours	<ul style="list-style-type: none">• Grant recommendations presented to MSF Board.	<ul style="list-style-type: none">• Construction Completed

COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC GATHERING SPACES INITIATIVE

PROGRAM GUIDELINES



**MICHIGAN
ECONOMIC
DEVELOPMENT
CORPORATION**



Program Description:

Michigan Economic Development Corporation (MEDC) Community Development Block Grant (CDBG) Public Gathering Spaces Initiative (PGSI) funds improvements intended to increase usability, accessibility, and seasonality within new or existing community spaces on publicly owned property. By supporting the creation or expansion of public gathering spaces in communities on MEDC's [Low and Moderate Income Community Customers list](#), PGSI will create and enhance recreational places that will allow residents to gather, relax, celebrate, and commemorate. PGSI funds projects including, but not limited to - parks, streetscapes, town squares, playgrounds, amphitheaters, and farmers markets.

The PGSI program will award CDBG funding to eligible Units of General Local Government (UGLG) between \$750,000 and \$2,000,000. Eligible UGLGs will be required to provide a minimum of a 10 percent financial match based on the project's total cost.

In an effort to create an equitable and transparent program, the PGSI will award funding to eligible applicants based on a competitive application round.

Program Goals:

- Enable communities to make critical permanent improvements to new and/or existing public spaces.
- Enhance usability of public spaces by supporting projects that improve accessibility for all residents through the incorporation of universal design (see Appendix C on the [PGSI webpage](#) for more details).
- Expand the seasonal operations of public spaces across Michigan.

Applicants must meet all of the following eligibility requirements:

- Must be a non-entitlement Unit of General Local Government (UGLG) with a population of less than 50,000
- Community must be listed on the [CDBG Low/Mod Income Community Customers and Project Areas List](#)
- Must have a project that is located on municipally-owned property that demonstrates the ability to meet that LMI Area-Wide Benefit National Objective
- UGLG is able to meet the minimum 10 percent financial match requirement

How the Fiscal Year 2023 PGSI Funding Round Works:

Step 1: Decide to Apply for Funding

Who can apply?

Eligible applicants for the CDBG PGSI will include non-entitlement small cities, townships, and villages with a population of less than 50,000 that are listed on MEDC's [CDBG Low/Mod Income Community Customers and Project Areas list](#).

Eligible Applicants for the 2023 PGSI funding round will need to meet the LMI Income Area Benefit national objective, meaning that projects must demonstrate that the project benefits all residents within the LMI community. This benefit is also known as LMI Area Benefit (LMA) Projects. For more information regarding LMI Area Benefit Projects, please reference the [Community Development Block Grant Funding Guide](#).

What types of activities are considered eligible?

Eligible activities for the 2023 PGSI funding round include:

Step 1: Decide that your community wants to apply



Step 2: Complete the Public Gathering Spaces Initiative Application



Step 3: MEDC Review



Step 4: Awardees Announced

- **Permanent infrastructure** required for the successful creation and/or operation of a public gathering space such as utility infrastructure, playground equipment, pavilions, public restrooms, drinking fountains, streetscapes, sidewalks, etc.
- **Permanent amenities** including, but not limited to, outdoor speaker systems, exterior heating systems, lighting, affixed tables, benches, public art, etc.
- **Universal Accessibility design elements** that enable public spaces go above and beyond the Americans with Disabilities Act (ADA) and create welcoming public spaces for residents of all abilities, such as, accessible playground equipment, modified restrooms, etc.
- **Other** permanent infrastructure or amenities, deemed eligible by HUD, necessary to support the accessibility and seasonality of a public gathering space

What is the required match to receive a grant?

The minimum required match for PGSI is 10 percent of the project’s total cost. For example: if the project’s total cost is \$1,000,000, then the UGLG would provide a financial match of \$100,000 and request \$900,000 from MEDC’s PGSI funding.

Step 2: Complete CDBG PGSI Application

What type of information is required to be included in the application?

The application for PGSI funding round will be available on the miplace.org/pgsi website. A copy of the full application is also available for reference in Appendix A. The first section of the application will ask questions to determine an applicant’s eligibility to participate in the program. The second section will ask narrative questions and may require document submissions that will be used to score applications. The last section will ask applicants to certify their application for submission.

Required Materials for Application Submission:

All Attachment Materials will need to be clearly labeled at the heading of each document.

- 1) Completed PGSI Application.
- 2) Before Photos of the Proposed Site (minimum of three)
- 3) Site Plan
- 4) Project Location Map (Aerial map or Google map showing project location & boundaries)
- 5) Project Rendering
- 6) Detailed Project Budget
- 7) Third-Party Cost Estimate (Davis Bacon will apply to the entire project.) See the “Program Requirements and Compliance” section of the CDBG Funding Guide for more information.)
- 8) Project Maintenance Plan
- 9) Marketing/Promotions Plan
- 10) Authorizing Resolution
- 11) Public Participation Form
- 12) Public Hearing Notice – Published
- 13) Public Hearing Minutes or Summary of Meeting
- 14) Certification by the UGLG Applicant Form
- 15) Statement of Assurances Form
- 16) Anti-Displacement and Relocation Plan
- 17) *Optional Attachment:* Design Review from an organization representing people with disabilities (needed for Universal Design points).
- 18) *Optional Attachment:* Opinion of a licensed professional engineer (P.E.) that plans meet Green Infrastructure criteria.
- 19) *Optional Attachment:* Excerpts from local plan identifying the project as a priority.

Where do applicants submit their completed applications?

The application for PGSI will be available online at miplace.org/pgsi. To reference the application prior to submitting online, please refer to Appendix A. Completed applications should be submitted to publicgatheringspaces@michigan.org after the application goes live.

Step 3: MEDC Review

How will the MEDC be evaluating applications?

Applications will be evaluated and scored on a variety of factors, including but not limited to:

- **Recent MEDC CDBG Grant Awards & LMI Communities:** In an effort to disperse funds widely across the state to LMI Communities, MEDC is looking to prioritize applications from UGLGs that do not currently have an open CDBG project with the organization (including projects under a Letter of Intent); however, having an open CDBG grant project with MEDC does not automatically disqualify UGLGs seeking financial support. **Please note that communities awarded a PGSI grant in 2022 will be ineligible for this funding round.*
- **LMI Population** - UGLGs with a higher percentage of LMI residents will receive preference.
- **Fit with community vision/priority/strategy:** Competitive applicants will describe the location of the project, highlight the purpose and need of the proposed improvement and/or creation of the public gathering space, articulate who will benefit from the project, provide a detailed scope of the project, and articulate how the project aligns with the UGLG's master plan (or other locally approved document).
- **Fit with initiative priorities:** MEDC is looking to prioritize public gathering spaces projects that address the seasonality and accessibility of new or existing public spaces across Michigan communities. Competitive applicants will identify how the scope of their project meets both objectives by provided specific and detailed examples.
- **Community Benefit:** Competitive applicants will be able to articulate how the creation and/or expansion of the public gathering space benefits all residents by providing project specific examples.
- **Project Location:** Consideration will be given to the location of the public gathering space within the community, with additional scoring points provided to projects located within a downtown area or high impact corridor/gateway.
- **Project Sustainability:** Projects will gain additional scoring points for the incorporation of green infrastructure elements.
- **Partnership and Resource Leveraging:** Competitive applicants will articulate how they have leveraged outside funding sources to enable the project to come to fruition.

Step 4: Awardees Announced

What is the timeline for announcement of awardees?

MEDC is planning to notify applicants of grant award decisions in Summer 2023.

What is the anticipated timeline for the Public Gathering Spaces Initiative?

Please reference Appendix E: Timeline for an updated program timeline. All dates are subject to change.

Compliance and Reporting Requirements

An Applicant agrees to adhere to HUD, CDBG and MEDC rules, regulations, and the Grant Administration Manual (GAM) policies, procedures and reporting requirements including Davis Bacon wages. In agreeing to this, the entity will ensure that all entities involved in completing the proposed project will also adhere to rules and regulations during grant administration. If an application is approved for funding, PGSI funding round – grantees must verify that they are willing to comply with all additional MEDC requirements, including but not limited to, marketing, promotions and reporting. A background check will be

conducted on the applicant and staff managing the grant for the applicant. Additional terms and conditions related to these requirements will be defined in the final grant agreement.

Need Assistance?

Prior to the application going live, contact your local [Community Development Manager](#). Once the application goes live, please email publicgatheringspaces@michigan.org for support. Answers to questions received will be posted publicly on a weekly basis on miplace.org/pgsj.

COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC GATHERING SPACES INITIATIVE

Administered by Michigan Economic Development Corporation (MEDC), the Public Gathering Spaces Initiative (PGSI) program supports improvements intended to increase the usability, accessibility, and seasonality within new or existing community spaces on publicly owned property. By supporting the creation or expansion of public gathering spaces in communities on MEDC's Low and Moderate Income Community Customers list, PGSI will create and enhance recreational places that will allow residents to gather, relax, celebrate, and commemorate. PGSI is developed to fund projects including, but not limited to - parks, town squares, streetscapes, playgrounds, amphitheaters, and farmers markets.

The applicant for this tool must be a non-entitlement Unit of Local Government (UGLG) that has at least 51 percent of their population identifying as low-to-moderate income. To view a list of eligible communities, [click here](#) (located in the Document & Links section at the bottom of the webpage).

In an effort to create an equitable and transparent program, PGSI will award funding to eligible applicants based on a competitive application round.

Program Goals

- Enable communities to make critical improvements to new and/or existing public spaces.
- Enhance usability of public spaces by supporting projects that improve accessibility for all residents through the incorporation of universal design.
- Expand the seasonal operations of public spaces across the state of Michigan.

Project Activities and Typical Expenses

- **Permanent infrastructure** required for the successful creation and/or operation of a public gathering space such as utility infrastructure, playground equipment, pavilions, public restrooms, drinking fountains, sidewalks, etc.
- **Permanent amenities** including, but not limited to streetscaping, outdoor speaker systems, exterior heating systems, lighting, affixed tables, benches, public art, etc.
- **Universal Accessibility design elements** that enable public spaces to go above and beyond the requirements of the Americans with Disabilities Act (ADA) and create welcoming public spaces for residents of all abilities, such as, accessible playground equipment, modified restrooms, etc.
- **Green Infrastructure elements** that promote sustainability and resiliency.
- **Other** permanent infrastructure or amenities deemed eligible by HUD, necessary to support the accessibility and seasonality of a public gathering space.

Application Process

Materials for Application Submission:

1. Completed Public Gathering Spaces Application
2. Before Photos of the Proposed Site (minimum of three)
3. Site Plan
4. Project Location Map (Aerial map or Google map showing project location & boundaries)
5. Project Rendering
6. Detailed Project Budget
7. Third-Party Cost Estimate (Davis Bacon will apply to the entire project. See the "Program Requirements and Compliance" section of the CDBG Funding Guide for more information.)
8. Project Maintenance Plan
9. Authorizing Resolution

10. Public Participation Form
11. Public Hearing Notice – Published
12. Public Hearing Minutes or Summary of Meeting
13. Certification by the UGLG Applicant Form
14. Statement of Assurances Form
15. Anti-Displacement and Relocation Plan
16. Marketing/Promotions Plan
17. Optional Attachment: Design Review from an organization representing people with disabilities (needed for Universal Design points).
18. Optional Attachment: Opinion of a licensed professional engineer (P.E.) that plans meet Green Infrastructure criteria.
19. Optional Attachment: Local Plan identifying the project as a priority.

Funding Match and Project Size

PGSI program will award CDBG funding to eligible UGLG's between \$750,000 and \$2,000,000. Eligible UGLGs will be required to provide a minimum of a 10 percent financial match based on the project's total cost. For example: if the project's total cost is \$1,000,000, then the UGLG would provide a financial match of \$100,000 and request \$900,000 from MEDC as part of the PGSI application.

CDBG funds can also be utilized to cover the costs associated with a Certified Grant Administrator, as well as consultants necessary to complete the NEPA-required Environmental Review. These administrative costs will be considered separately from project expenses and do not count toward the match calculation.

Davis-Bacon Wages

The Davis-Bacon Act requires the payment of prevailing wage rates (which are determined by the U.S. Department of Labor) to all laborers and mechanics on certain construction projects in excess of \$2,000 that involve federal funding, such as CDBG. Davis-Bacon wages will apply to all PGSI projects.

Helpful Tips

- The CDBG application process can take 6-9 months from submission of complete application materials to Michigan Strategic Fund approval.
- Performance and payment bonding is a requirement for projects with a total anticipated cost of \$250,000 or greater. Work with your Community Development Manager to determine how this may impact your project budget (prior to application going live).
- Funding for PGSI is anticipated to be an annual allocation available through a competitive funding round.

Get Started

Contact your local Community Development Manager to discuss the first steps in initiating the application process. Once the application goes live, please email publicgatheringspaces@michigan.org for support. Answers to questions received will be posted publicly on a weekly basis on miplace.org/pgsi.