PROCESSING FORM FOR PROJECT REQUESTS THAT COME BEFORE THE HELENA TOWNSHIP PARKS AND RECREATION COMMITTEE (FINAL: rev. 6/01/2016)

DIRECTIONS: For each question answer Yes or No and/or check one of the following: Complete, Incomplete, NA (not applicable).		
Name of Project: Contact:		
Date initial application was reviewed by the HTP&R Committee: Reviewer's Name:		
 2. Need for the Project: Does the applicant identify the park or township property involved in the project? Does the applicant explain why the project is needed? Does the applicant identify the total number of township residents who will directly benefit from the project? Do they explain why a majority of Helena Twp. residents would support the project? 	YES NO YES NO YES NO YES NO	
 Collaboration: If the applicant collaborated with other groups to complete or maintain the project, are they identified? Have they explained how the collaboration has/will work(ed)? 	Complete: Incomplete: NA:	
 4. Charges/fees: Will the Township be asked to charge a fee to everyone, out of township residents only, or no-one in order to use or access this facility once the project is complete. 	Complete: Incomplete: NA:	
 5. Universal Access Design (if for construction or modification): Does the project meet or exceed the standards of the 2010 ADA? 	Complete: Incomplete: NA:	
 6. Permits, Site Plan, and Specifications: Has the applicant stated if Zoning, Construction, and DEQ permits are required? Has the applicant provided a site plan showing the township park where the project will take place, the outside boundaries where the project is located, the dimensions, location and name of all structures, and any other features of the project? If the plan includes walkways and/or driveways, are the thickness and type of materials specified? 	YES NO YES NO YES NO Complete: Incomplete: NA:	
 7. Labor: Has the applicant specified who will provide the labor for the planning, construction, installation, and maintenance of the project? Has the applicant provided a timetable for completing this project? 	Complete: Incomplete: NA:	
 8. Budget: Has the applicant provided an estimate of the total cost to complete this project? Has the applicant provided an itemized budget of project costs? Have written estimates been provided for all project costs? Has the applicant provided an estimate of the total cost to maintain the project once completed? Has the applicant provided an itemized budget of maintenance costs? Have written estimates been provided for all maintenance costs? Have written estimates been provided for all maintenance costs? Are funding sources for all project and maintenance costs identified and committed to funding? If not, is there an explanation given? 	Is it included? Yes _ No _ Yes _ No _	

 APPLICATION IS COMPLETE AND READY FOR FORMAL REVIEW. (Go to next page) APPLICATION IS INCOMPLETE: Applicant was requested to provide additional information within 30 days for 		
sections as follows:	in so days for	
	•	
Date request letter sent Date additional information due back to committee	e	
IF ADDITIONAL INFORMATION WAS REQUESTED:		
Requested additional information received. Application to be evaluated by committee.		
Requested additional information not received. Application not supported.		
Applicant notified by letter on Township Board notified on		
NOTE: To the memo of non-support we send to the township board attach the following: - Copy of the application		
 Copy of letter we sent to the applicant requesting additional information 		
- Copy of our non-support letter to the applicant		
- Copy of this processing form.		
Save the original documents in a folder for future reference.		

FORMAL EVALUATION INSTRUCTIONS: Once all the required information on the application is rec	eived. use the
following section to complete a formal evaluation of this project.	
Date of formal evaluation: Reviewers names:	
5-Year-Plan:	
- Does the project clearly fit one or more of the goals in the 5-year-plan below:	
1. Promote a healthier and safer community for all age groups	YES NO
2. Develop age appropriate recreational opportunities within Helena Township.	YES NO
3. Improved communication for residents and visitors about Helena Township parks and	
recreation facilities and activities.	YES NO
4. Improved access for all Helena Township parks.	YES NO
5. Protections/preservation of natural areas and the environment.	YES NO
6. Unify the visual statement made by signage, landscaping, equipment, paint colors,	
and style of any modifications or other new buildings at the parks.	YES NO
- Does the project address a specific objective or improvement needed for that park?	
(Refer to Goals, Objectives and Action Steps section in 5-year-plan beginning p-37)	YES NO
- If this project isn't reflected in the 5-year-plan, should we have included it?	YES NO
- Does the project address a need identified in the public response to our community	
survey? (See appendix of 5-year-plan beginning on p-80.)	YES NO
The applicant addressed the issue of the number of township residents who will directly	
benefit from this project when discussing the "Need for the Project" in BOX #2.	YES NO
A public hearing on this project is required to gauge public support.	YES NO
The applicant has collaborated with other groups and/or agencies on this project	YES NO
Township residents will be charged a fee to access this project	YES NO
All new construction or modifications to existing structures in this project will meet the	
standards in the Americans with Disabilities Act of 2010	YES NO
Labor for the construction and/or maintenance of this project will place unreasonable	
demands on township staff.	YES NO
The cost to construct this project will require the township to spend more money than is	
available.	YES NO
The cost to maintain this project will require the township to spend more money than is	
available.	YES NO
Legal Issues:	
- The project site has Zoning restrictions:	YES NO
- The project site has construction code issues	YES NO
- The project site has DEQ issues	YES NO
- There are liability issues for the township with this project	YES NO
- The project site has deed restrictions:	YES NO
- The project site has restrictions imposed by previous grants:	YES NO
- The project site has limitations due to its designation as an "historical site":	YES NO
- There are legal ramifications and/or potential future obligations to Helena Township	
if this project is approved	YES NO

FORMAL EVALUATION INSTRUCTIONS (CONT'D):	
Attach notes to township board about issues for this project application in space below. Attach	
additional pages if necessary.	
auditional pages if necessary.	
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DISPOSTION:	
The Parks and Recreation Committee supports this project application.	
The Parks and Recreation Committee does not support this project application.	
VOTE: Yeas: Nays:	
Date letter sent to applicant: Date memo sent to Helena Township Board:	
NOTE:	
- Include with the township board memo a copy of the application, a copy of our letter to	
the applicant, an MOU if needed, and a copy of our formal evaluation form	
- Keep original application, all correspondence, all formal evaluation forms, and a copy	
of memo to Township Board in a folder for future reference.	
- Email all the above information to the Helena Township office, and the individual	
Board Members	

DECISION NOTICE ON YOUR "APPLICATION TO HELENA TOWNSHIP FOR PROJECT"

Date:

To:

Re:

The purpose of this letter is to notify you that the Helena Township Parks and Recreation Committee has completed our review of your Project Request. We are taking the following action:

- The Committee supports your project request and has recommended to the Helena Township Board on (5/03/16) that they approve it. The board may take action on your request at their next scheduled meeting on (5/12/16) and we suggest you plan to attend. If the Township Board approves your project request, you may be asked by the board to sign a "Memorandum of Understanding" which will specify your responsibilities and those of the Township.
- ____ The Committee does not support your project request and has recommended to the Helena Township Board that they not approve it. You have the right to appeal this decision by attending a Helena Township Board Meeting (2nd Thursday of each month at 7:00 pm) and stating your reasons for disagreeing with the Committee's decision.

Thank you for submitting a project request to Helena Township.

Sincerely,

Parks and Recreation Committee

cc: Helena Township Board

MEMO:

- **TO: Helena Township Board**
- FROM: Helena Township Parks and Recreation Committee BY:

DATE:

The Helena Township Parks and Recreation Committee has reviewed a project request submitted by the . The purpose of their project request is .

- ____ We recommend that the Helena Township Board approve this request.
- ____ We recommend that the Helena Township Board not approve this request.

Attachments:

- Copy of Request for Project Application
- Copy of processing form used by the committee
- Copy of formal evaluation form used by the committee
- Copy of Decision Notice Letter.
- Suggested Memorandum of Understanding format for agreement.
- CC Project Documents by email to Township Office and to individual board members