





**FORMAL EVALUATION INSTRUCTIONS:** Once all the required information on the application is received, use the following section to complete a formal evaluation of this project.

Date of formal evaluation:

Reviewers names:

<b>5-Year-Plan:</b>	
- 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.	
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 __
<b>Legal Issues:</b>	
- 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.

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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 (2<sup>nd</sup> 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