

GRANT DEADLINE: 5:00 P.M. AUGUST 28, 2009

ARKANSAS STATE PARKS

2010

Matching Grant Application Guide

OUTDOOR RECREATION GRANTS PROGRAM



2010 Matching Grant Application Guide

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Introduction

Welcome to the Department of Parks and Tourism's Matching Grant Program. This guide is designed to assist you through the application process. If you have questions please feel free to call or write us at:

Outdoor Recreation Grants Program
Department of Parks and Tourism
Number One Capitol Mall
Little Rock, Arkansas 72201
Telephone Number: (501) 682-1301
Fax Number (501) 682-0081
Web Site: www.outdoorgrants.com

The Arkansas Department of Parks and Tourism's Matching Grants are funded from two sources: The Land and Water Conservation Fund (LWCF) and the Arkansas Natural and Cultural Resources Grant and Trust Fund.

The Land and Water Conservation Fund (LWCF) is a federal program authorized by the LWCF Act of 1965 (Public Law 88-578). These funds are derived from the sale of federal surplus real property, the federal motor boat fuel tax, and Outer Continental Shelf mineral receipts.

The Arkansas Natural and Cultural Resources Grant and Trust Fund is a state program authorized by Act 729 of 1987. These funds are collected from a tax on the transfer of certain real estate in the State of Arkansas.

The purpose of the Matching Grant Program is to provide "outdoor" recreation. Enclosed facilities cannot be constructed within the area described by the park boundary map, except as support to an outdoor facility (e.g., rest rooms or concession stands). Pavilions cannot have sides on them that give the effect of a closed-in building. Please remember that facilities constructed with LWCF or NCRGTF monies cannot be enclosed at a later date.

WHAT DOES "50/50" MATCHING GRANT MEAN?

A 50/50 Matching Grant does not mean that the Arkansas Department of Parks and Tourism will write the grantee a check for 50% of the project cost. The grantee must finance 100% of project costs, which can include in-kind labor, land donations, contributions and general appropriations. We will not reimburse the grantee for any more than the amount of cash they spend. Fifty percent of the eligible expenditures, up to the amount of the grant, may be reimbursed by periodic billings during the project period, or the grantee may wait until project completion to request the total reimbursement.

The chart shown below will help to illustrate how the 50/50 reimbursable matching grant works. For simplicity's sake, let's say that a project will cost a total of \$100,000. If the grantee spent \$100,000 cash, submitted canceled checks and invoices for \$100,000 and the expenditures are part of the approved project, we would mail the grantee a reimbursement check for \$50,000 (example column #1).

Now let's say the grantee spent \$75,000 cash and local citizens donated \$25,000 labor (\$75,000 cash + \$25,000 donated labor = \$ 100,000 project). We will reimburse the grantee \$50,000 after the grantee

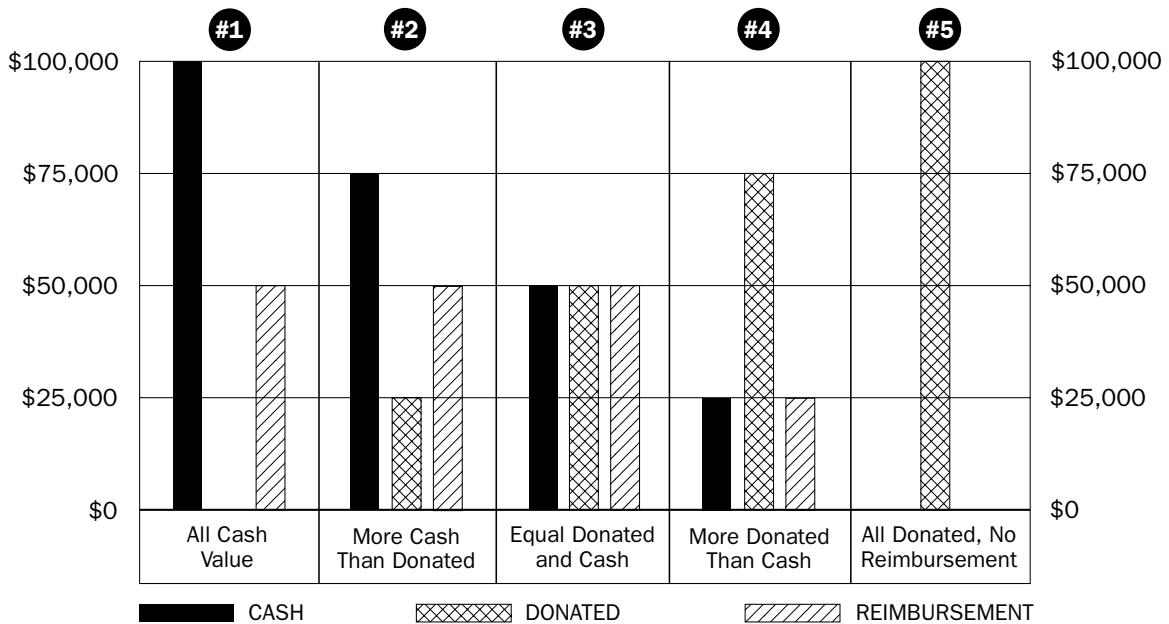
provides us with canceled checks, invoices, and time sheets detailing the local labor (example column #2).

Now, let's assume the grantee spent \$50,000 cash and locals donated \$50,000 labor and materials (\$50,000 + \$50,000 donated labor and materials = \$100,000 project). We would then reimburse the grantee \$50,000 after the grantee provides us with canceled checks, invoices, and time sheets detailing the local labor (example column #3).

If the grantee spent \$25,000 in cash and locals donated \$75,000 in labor and/or materials (\$25,000 cash + \$75,000

donated labor and/or materials = \$100,000 project). We would only reimburse the grantee with a \$25,000 check. The point to remember is to build a park, not make a profit (example column #4).

The last example shows that the locals donated \$100,000 in labor and materials (example column #5). Congratulations—the park would have been completed without the need of a grant!



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An Overview of the Basics

WHO MAY APPLY? Eligible Applicants

The only entities eligible to apply for financial assistance for the acquisition and/or development of outdoor recreation facilities are:

- Incorporated Cities
- Counties
- Unincorporated areas or communities must seek county sponsorship of their project
- School Districts may submit joint applications with incorporated cities or counties for development of public recreation facilities on school district property. (Grant is not intended to replace school district funding for playgrounds or athletic facilities.)

Ineligible Applicants

The following may not participate in the Outdoor Recreation Grant Program:

- Colleges and Universities
- Private non-profit corporations, foundations, clubs or organizations
- Any other private entity

HOW MUCH MAY WE APPLY FOR?

Applicants may apply for up to \$250,000 in reimbursable matching funds. The applicant must be able to match the grant amount with a like amount of cash, or a combination of cash and donations. *Donations of labor and materials alone are not sufficient to be considered as the local match.*

Because the availability of grant funds are limited, lesser amounts may be awarded. Staff recommendations for reductions of the requested amount will be made easier if the applicant provides a detailed budget that categorizes project elements and is broken down by line items. (See sample of detailed budget on page 22).

WHAT TYPES OF PROJECTS MAY WE APPLY FOR?

There are three types of projects which can be funded through the Outdoor Recreation Grants Program's *Matching Grant Program*.

1. ACQUISITION:

Land acquisition for recreational development. Acquisition projects are discussed in Chapter 6.

2. DEVELOPMENT:

A development project is funding for construction of recreational facilities.

3. COMBINATION:

A combination project is funding for both acquisition of land not previously owned by the applicant and development for recreation use.

WHEN IS THE APPLICATION DUE?

The deadline for receipt of applications for FY 2010 is 5:00 p.m., August 28, 2009. All applications must be received in our office by that date. Applications simply post-marked by that date are not acceptable. The Application for Federal Assistance, Form 424 ONLY may be faxed to (501) 682-0081, but it must arrive prior to the above deadline. If the Form 424 is faxed, the entire application containing original signatures must be postmarked on or before the application deadline, August 28, 2009.

WHERE TO SEND THE APPLICATION

Outdoor Recreation Grants Program
 Department of Parks and Tourism
 Number One Capitol Mall
 Little Rock, Arkansas 72201

WHO CAN PREPARE THE APPLICATION?

- The application can be prepared locally.
- The application can be prepared by consultants. (Grant preparation cannot be paid for with grant funds).
- The application can be prepared by the local areawide Planning or Economic Development Districts or the Regional Planning Commissions.

WHAT ARE OUR OBLIGATIONS IF WE RECEIVE A GRANT?

We are jointly committed! Both the Department of Parks and Tourism's Outdoor Recreation Grants Program and the project sponsor are committed to long term program compliance. After the project is completed and all grant funds have been disbursed, our commitment to the requirements of the Arkansas Matching Grant Program continues. These ongoing commitments include:

1. Once a public park project boundary has been identified by the local project sponsor and provided to the Department of Parks and Tourism, all facilities constructed within that boundary, at any future time, must be in compliance with the rules and regulations of the Outdoor Recreation Grants Program *Project Management Guide*. This also applies to those facilities constructed in whole or in part with local funds.
2. Property acquired or developed with grant funds must be retained in perpetuity for outdoor recreation use and will be subject to inspection by the State at least once every five years. In addition each project will be inspected by the State during construction and before final reimbursement is made.
3. No overhead utility lines are allowed within the project boundary. All existing utility lines located within the park boundaries must be placed underground. This regulation applies to any overhead lines including electric lines, phone lines and public announcement system wiring. No vehicular right-of-way easements are allowed within the boundary.
4. A permanent sign stating that federal LWCF or state NCRGTF moneys were used to acquire and/or develop public outdoor recreation facilities must be maintained within the park in perpetuity. Guidelines for the size, placement and design of the signs will be presented to each applicant after grant approval. Upon project completion the applicant will be required to describe the location of the sign, and state that the sign location will not change.
5. All public recreation facilities constructed within a Matching Grant Program-assisted park must be accessible to persons with disabilities. This also applies to those facilities constructed in whole or part with local funds.
6. Property acquired or developed with assistance from the fund must be open to entry and use by all persons regardless of race, color, religion, sex, or national origin. Discrimination on the basis of residence, including preferential reservation or membership systems, is prohibited, except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence.

7. Property acquired or developed with assistance from the Matching Grant Program shall be operated and maintained in perpetuity. The property shall be maintained so as to appear attractive and inviting to the public. Sanitation and sanitary facilities shall be maintained in accordance with applicable health standards. Properties shall be kept safe for public use. Fire prevention, lifeguards, and the like should be provided for proper public safety. Buildings, roads, trails, and other structures and improvements shall be kept in reasonable repair throughout their functional lifetime to prevent undue deterioration and to encourage public use. Facilities that have reached an age that renders them obsolete or worn out may be removed with written permission of the Arkansas Department of Parks and Tourism's Outdoor Recreation Grants Program Director. Permission must be obtained prior to removal of the facilities.
8. The Arkansas ORGP staff will conduct periodic post completion inspections of the project area to ensure that program compliance continues after the project is completed. These inspections will be unannounced. Sponsors who fail to comply with long term commitment may jeopardize future eligibility for matching grant funds for new projects and/or be subject to legal actions by the State or Federal government to enforce program compliance.
9. The property shall be kept open for public use at reasonable hours and times of the year, according to the type of area or facility. Property which is not operated and maintained in good condition may jeopardize the awarding of future grant funds to that jurisdiction.
10. Participants may impose reasonable limits on the type and extent of use of areas and facilities acquired or developed with Matching Grant Program assistance when such a limitation is necessary for maintenance or preservation. Thus, limitations may be imposed on the type of users (i.e. hunters or four-wheelers, etc.). All limitations must be in accord with the applicable grant agreement and amendments.
11. All recipients of Matching Grant Program monies must comply with the Architectural Barriers Act of 1968, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act, of 1990 Title II and Title III.
12. Properties (parks and recreation areas) acquired or developed with LWCF/NCRGTF assistance are prohibited by Section 6(f)(3) of the LWCF Act of 1965, as amended, from conversion to any use other than public outdoor recreation use.

Section 6(f)(3) of the LWCF Act states that "No property acquired or developed with assistance under this section shall, without the approval of the Secretary, U. S. Department of the Interior, be converted to other than public outdoor recreation use. The Secretary shall approve such conversion only if he/she finds it to be in accordance with the then existing Statewide Comprehensive Outdoor Recreation Plan (SCORP) and only upon such conditions as he/she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location."

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Project Planning and Public Hearing

Each grant cycle, a public hearing is required and minutes from this hearing submitted with the application. The public hearing must be held between January 1, 2009 and on or before August 28, 2009. Applicants are required to advertise and invite minorities to attend the required public hearing. The purpose of a public hearing is to provide local citizens the opportunity to (1) identify and list local recreation development priorities (2) resolve the components of the application to be submitted as part of the application.

DO NOT PREPARE THE APPLICATION AND PRESENT IT AT YOUR PUBLIC HEARING FOR APPROVAL.

The public hearing should be held at a time and place convenient for the majority of the community. A Public Notice about the hearing must appear in a newspaper of greatest local circulation at least seven (7) calendar days in advance of the date of the public hearing. The notice to be used for the advertisement is shown on page 10. You may include more information, but you **MUST** include the information on this sample. If local practice has found that posting the Public Hearing Notice in public places in the community results in a better turn-out for a hearing, that method may be used instead of newspaper publication. If this method is used, the applicant must post notices throughout the community at least seven (7) calendar days in advance of the date of the public hearing.

Documentation, of the public hearing which must be submitted with the application, includes the following items:

1. Minutes of the hearing. Minutes of the public hearing should include statements and suggestions from the general public expressing local needs and priorities. Statements of adjacent landowners should be included when applicable.

2. Registration (sign-in) sheet. Indicate the name, address, and organizational affiliation of those attending.

3. Proof of publication from newspaper. A proof of publication notice provided by the newspaper must be submitted with the application. The applicant may submit the tear sheet from the newspaper instead of the proof of publication. The tear sheet must be intact and contain the name of the newspaper and date of publication.

4. Proof of notice posting, if using this method. The applicant must post public hearing notices in the community at least seven (7) calendar days in advance of the date of the public hearing. You must submit a list of where the notices were posted and the dates the notices were posted. This proof must be signed by the applicant's Chief Executive Officer verifying that information.

NOTE:

Failure to hold a public hearing one month prior to submission of the application for the expressed purpose of obtaining public input into the planning of this specific application will result in the **DISQUALIFICATION** of that project. Additional points are awarded those applicants who hold their public hearing on or before July 3, 2009.

Minority Involvement

Mandatory Requirements:

The advertisement for the public hearing must state, “All persons, especially ethnic minorities, persons with disabilities, and the elderly are invited and encouraged to attend”. Applications that do not meet this requirement will be returned and may be disqualified.

Requirements for additional Priority Rating System Points:

To obtain additional priority points for minority involvement, the applicant must conduct minority outreach meetings prior to their mandatory public hearing and provide the following information.

- 1. Name of group contacted.*
- 2. Date of contact or meeting.*
- 3. Place of meeting.*
- 4. Sign-in or registration sheet.*
- 5. Minutes of meeting or list of identified needs.*

These meetings can be held at minority churches, nursing homes, senior citizens centers, or special schools for persons with disabilities.

Simply inviting participation or having minorities present at the required public hearing is not sufficient to score additional points.

Determination of eligibility of these points will be at the discretion of the Director of the Outdoor Recreation Grants Program and the Chairman of the Outdoor Recreation Grants Advisory Committee.

All public hearing notices, newspaper and/or flyer, must specifically include an invitation to minorities (described as; ethnic minorities, the elderly, and the disabled) and encourage them to attend the public hearing.

Please use the announcement below as a guide for the public notice to be placed in the local newspaper.

PUBLIC MEETING INVITATION

The City of Little Rock invites its citizens and other interested persons to a public meeting in City Hall, 500 West Markham Street, Little Rock, Arkansas, on Monday June 22, 2009, at 6:30 p.m. The purpose of the meeting is to identify potential outdoor park and recreation needs and priorities for 2010. Following the identification process, city officials will select those priorities to be submitted to the Arkansas Department of Parks and Tourism for a matching grant application. **Ethnic minorities, persons with special needs, elderly persons over 55, and special interest groups are encouraged to attend and participate.** For those unable to attend the meeting, you may phone 501-227-2777. Written comments may be submitted to City of Little Rock, P.O. Box 123, Little Rock, AR 72201.

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Outdoor Recreation Staff and Advisory Committee

WHO ARE THE OUTDOOR RECREATION ADVISORY COMMITTEE?

The members of the Outdoor Recreation Grants Advisory Committee are appointed by the Governor for four-year terms, concurrent with the Governor's term of office. The Committee is comprised of five members. Each congressional district is represented by one member. Two of the members represent municipal governments, two represent county governments, and one is a recreation/park professional. The committee reviews all project proposals objectively and typically provides grant funds to projects that support basic recreation facilities throughout the state of Arkansas.

SITE EVALUATION AND DEVELOPMENT RECOMMENDATIONS

The proper layout of facilities will impact many aspects of your project including the cost of the project, the access to persons with disabilities, convenient parking, safety for children, and may even impact grant funding potential. Upon applicant request, the staff of the Outdoor Recreation Grants Program will willingly come to your project site and **review your proposed site plan with you**. We have many years of experience and are willing to share experiences with other project successes and failures with you. Scheduling a site visit **before July 31, 2009** with an ORGP staff member **may** provide you with 3 additional points in the priority rating system. **You must provide two copies of the proposed site plan to the ORGP staff at this visit.**

ENVIRONMENTAL CONSIDERATIONS

The Outdoor Recreation Grants Advisory Committee supports projects that demonstrate sound site selection, aesthetic appeal, and environmental awareness. It has been our experience that, in many cases, development is planned at the expense

of site resources. In addition, landscaping for either functional or aesthetic purposes is rarely included in the park plans. It is very important to select facilities compatible with the site's existing terrain and vegetation rather than radically altering the site to accept the facilities. For example, a large space with slopes ranging from 1–5% and no trees would be well suited for ball field or court game development; however, it may be poorly suited for development of recreational trails and picnic facilities. In contrast, a woodland area with slopes ranging from 5–12% would be well-suited for picnic facilities and trails; however, very poorly suited for development of ball fields or court games.

Significant site alterations greatly increase initial development costs and, in most cases, maintenance costs. Large scale clearing and grading, in order to locate a ball field on a steep wooded slope, is extremely expensive. Significant alteration of the topography can also result in severe erosion which degrades the quality of the site, surrounding lands, and waterways.

Much of this money could perhaps be better spent by finding a more suitable site for the ball field, while utilizing the wooded slopes for a more compatible recreational activity. It is also very good

planning to make the most of existing vegetation, especially trees. People at rest, when sitting at a picnic table or on a park bench, prefer shade. Some activities, such as playgrounds, are more successful if shaded rather than placed in the hot sun. If trees are eliminated in the construction process, it will be costly to provide them later.

PLAYGROUND EQUIPMENT AND PLAYGROUND IMPACT AREAS

Each year the Outdoor Recreation Grants Program receives numerous grant applications for playground equipment. To meet the latest guidelines for access to persons with disabilities and to help prevent injuries from falls from playground equipment, the Outdoor Recreation Grants Advisory Committee requires all grant applicants to join with the Arkansas Playground Safety Task Force and the U. S. Consumer Product Safety Commission in designing and building playgrounds that comply with current standards.

The U. S. Consumer Safety Products Commission has published a set of guidelines, *Handbook for Public Playground Safety*. The final guidelines document is available on the Architectural and Transportation Barriers Compliance Board's Internet site at: <http://www.access-board.gov/play/finalrule.htm>

DEVELOPMENT OF WALKING TRAILS

Walking for pleasure and exercise are among the most popular recreational activities in Arkansas. The development of trail facilities provide beneficial recreational opportunities for a wide variety of age groups and ability levels. Due to the limited amount of funds for the Matching Grant Program, the Outdoor Recreation Grants Advisory Committee discourages prospective applicants from requesting funding for school athletic track type of facilities. The Committee encourages a less expensive option of exercise, walking or nature trail development.

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Application Procedures

HOW TO FILL OUT THE FORMS, WRITE THE NARRATIVES AND PREPARE THE MAPS

NOTE: A FORMS CHECKLIST IS AVAILABLE ON PAGE 32.

REQUIRED FORMS Standard Form 424

Instructions for completing this form are on the back of the form. Additional assistance may be obtained from your local Planning or Economic Development District office, your Regional Planning Commissions, or the Outdoor Recreation Grants Program office.

Standard Form 424D

Read this form in its entirety before signing. In the blank provided, the Chief Executive must sign the form. The applicant's Chief Executive Officer may be the Mayor, City Manager or County Judge. (If this is a joint application between the city or county and school district, the School District Superintendent must also sign the form). In the other blanks provide the title of the Chief Executive Officer (and School District Superintendent), the legal name of the City or County as the applicant organization, and the date the document was signed.

Civil Rights Agreements (Form DI-1350)

The applicant must complete the Civil Rights Assurance (Title VI, Civil Rights Act of 1964) and submit it as part of the application package. Read this form in its entirety before signing. The form must be signed by the applicant's Mayor, County Judge or Chief Executive Officer. (If this is a joint application between the city or county and school district, the School District Superintendent must also sign the form). In the other blanks provide the title of the Chief Executive Officer. The applicant's Chief Executive Officer may be the Mayor, City Manager or County Judge (and School District Superintendent). The legal name of the City or County as the applicant/ organization, the date the document was signed, the

applicant/organization address, and leave the box titled *Bureau or Office Extending Assistance* blank.

Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying (Form DI-2010)

The Applicant must complete the Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying form and submit it as part of the application package. Read this form in its entirety before signing. After reading all of Part A check the box as indicated. After reading all of Part B check the box as indicated. After reading all of Part C check the box as indicated. In Section B of Part C indicate the physical address of the **project site** to include the address, City, County, State, and Zip Code. Check the final box of Part C if there are other project work places on file that are not indicated here. Skip Part D. In Part E check the first box if the application for funding exceeds \$100,000. This is the amount of grant funding you are applying for not the total project cost. The form must be signed by the applicant's Mayor, County Judge or Chief Executive Officer. If the application is a joint application with a school district, the School Superintendent must also sign the form.

Recreation Priorities Form

The applicant must submit the Recreation Priorities Form describing the recreation priorities of the applicant. Directions for completing this form are below:

1. List the name of the city or county which is submitting the application.
2. Describe the method by which the needs of the community have been identified. Such methods must include the public hearing, which is required as part of the application, and may include user-frequency surveys, questionnaires, interviews, telephone or door-to-door surveys, workshops and/or ad-hoc and advisory groups.
3. List the short range (0 to 5 years) recreation priorities of the community in priority order. Also list the long range (5-plus years) recreation priorities of the community in priority order.
4. The applicant's Chief Executive Officer must sign and date this form. The applicant's Chief Executive Officer may be the Mayor, City Manager or County Judge. If this is a joint application between the city or county and school district for development of school district-owned property, the School District Superintendent must also sign the form.

ENVIRONMENTAL ASSESSMENT

Environmental assessments are required for all project applications and for each proposed site.

The applicant is reminded that the environmental assessment will be utilized during the rating of the application. Pertinent information of sufficient scope and depth must be provided in an environmental assessment so that the NPS/ORGP can accurately ascertain the impact of the project and determine whether an Environmental Impact Study is needed. Whenever possible, an impact should be quantified (e.g., number of trees to be removed, cubic yards of fill to be required, etc.). For projects with property rights outstanding, the standard environmental information must be expanded to explain how the

outstanding rights are to be dealt with and how the applicant plans to ensure that the environment will not be affected significantly. The four points to be covered in an environmental assessment are:

Reason for Project

This will serve as an introduction, description of the proposed project and surrounding environment, statement regarding the need for the proposed project, and a description of what the proposed project is designed to accomplish (i.e., how the proposed project will fulfill the stated needs). It should include such information as the name of the park/recreation area, location of the project, the scope, when the action is to take place, and, if applicable, the interrelationship with other federal, state, or local projects and proposals. This narrative should also include information about any existing non-outdoor recreation facilities that are currently on the site. If the scope of the proposal is part of a larger on-going project, please explain the overall project and funding sources. (i.e. Grant request is for ball field lighting, while ball fields are currently being developed using other funding sources)

Impacts

This will include a brief and objective statement of the environmental impacts of the proposed project and a description of those elements of the environment that will be effected. Topics to be addressed include:

- Land use (project site and surrounding area)
- Fish and wildlife

- Vegetation
- Geology and soils
- Mineral resources
- Air and water quality
- Water resources/hydrology
- Historic/archeological resources
- Transportation/access/consumption of energy resources
- Socioeconomic effects
- Riparian zone (area next to water)

“Impacts” are defined as direct or indirect effects on the existing environment, whether good or bad, which are anticipated as a result of the proposed project or related future projects.

Elements on which impacts are unknown or only partially understood should be indicated. A complete written description of the impact is required. Environmental documentation should be free of project justification and personal bias. The project should be justified elsewhere in the grant application. Do not rely on generalities. Specific facts are essential. All statements and conclusions should be supported, and quantified where possible. Be concise, clear and to the point. Adverse impacts should be addressed as fairly as beneficial impacts.

The applicant is reminded that, while an area around water is often chosen for a recreation area, they are also sensitive areas environmentally and need to be managed with extreme care. The riparian area, or that area immediately adjacent to any river, stream, spring, pond, or lake, is one of the most important environmental areas due to the habitat they provide for various fish and wildlife species and because of their shading and filtering capacity related to water quality. If possible, most trees, shrubs, and grasses should be left near streams and other water bodies. This will insure that the project you are working on will remain in good shape, water-wise, for years to come.

Information on management and maintenance of riparian areas can be obtained from the Arkansas Game and Fish Commission, the Natural Resources Conservation Service, The Department of Environmental Quality, the County Conservation District, or other natural resource agencies.

Be sure to include a discussion of positive effects of the project. To the extent that it applies, the document will discuss impacts of the project, including environmental damage, which could be caused by users upon economic, cultural, esthetic, and social conditions as well as upon the physical and biological environment. Any off-site impacts, such as increased traffic on neighborhood roads, increased noise levels to surrounding areas, or impacts from park lighting, should be described. In preparing the environmental assessment, the applicant should keep in mind the cumulative impact of the proposed project and of future related projects which are contemplated. The information submitted on cumulative impacts should describe the eventual goal and the relationship of the action proposed on each project. The environmental information must be accompanied by sufficient maps and details to aid in judging the impact of the proposed project as well as the relationship of the project to the surrounding land uses.

Agencies and Persons Consulted

This will include a list of all agencies and persons consulted in preparing the environmental assessment.

Project Budget

The attached Project Budget Form must be completed and submitted with the application. The project budget must be a complete listing of all work elements to be undertaken and the total estimated cost of these elements. The directions on how to complete this form are listed below.

In the space on the Budget after Date: Insert the date the budget was prepared.

ITEM A

If land acquisition is to be included in the proposed project, either by private donation or by purchase, the estimated appraised value of the property must be included. (Inflating the value of the property will not affect the grant amount or the matching share. The valuation of the property will be determined by an Arkansas Certified or Licensed Land Appraiser after the grant award has been made).

ITEM B

The first line of Item B will be the total of all development costs. The remaining lines will be a line item breakdown of individual project elements. Please be as detailed as possible. Refer to sample project budget form on page 22. Items should be listed in priority order.

ITEM C

Is the total of Items A and B.

ITEM D

Inclusion of a “contingency” line-item is suggested. This line-item can be no more than five percent (5%) of Item B.

ITEM E

Project administration is eligible for reimbursement. If the applicant plans to request reimbursement for project administration, the “Administration” line-item must be completed. This line-item can total no more than ten percent (10%) of Item B.

ITEM F

Architectural/engineering fees are also eligible for reimbursement. If the applicant plans to request reimbursement for such fees, the “Architectural/ Engineering Fees” line-item must be completed. While the applicant may pay any amount for such fees, maximum reimbursement for A/E fees is six percent (6%) of eligible development costs (i.e., a 12% total fee).

Budgets that are not of sufficient detail or are incorrect will be returned to the applicant for correction.

FLOOD HAZARD CERTIFICATION

The applicant must complete the Flood Hazard Certification Form, even if the answer is “no”. The Certification must be signed by the applicant’s Chief Executive Officer.

FUNDS SOURCE ASSURANCE FORM ORGP FS1999

Provide the local matching fund source(s). Complete each category, even if the amount is \$0.00. The Form must be signed by the applicant’s Chief Executive Officer.

FY 2010 PARKS AND RECREATIONAL FACILITIES INVENTORY

To keep up to date with the overall condition of Arkansas’s parks and to inventory public facilities available for public use, we are asking you to complete an Arkansas Park Inventory form for each public park in your jurisdiction. Fill in all categories on the form even if the answer is 0.

If the application is submitted by an incorporated city, it will be necessary to complete an inventory for each public park that is owned or operated by the city. The mayor will be responsible for signing these forms to assure each park has been inventoried and the inventories are accurate.

If the application is submitted by the county, it will be necessary to complete an inventory for each public park within the unincorporated areas of the county and/or, within any incorporated city boundary where the county owns or operates a public park or has received previous grant money from the Arkansas Department of Parks and Tourism's Outdoor Recreation Grants Program. The county judge will be responsible for signing these forms to assure each park has been inventoried and the inventories are accurate.

If you are not sure which parks have received past grants from the Arkansas Department of Parks and Tourism's Outdoor Recreation Grants Program or you would like to see previous inventories of your public parks, please contact our office.

PROJECT NARRATIVE

This section requires a written narrative about the project proposal. Each of the following topics must be addressed:

SCORP Priorities

Every five years the State of Arkansas, is required by the National Park Service to write the Statewide Comprehensive Outdoor Recreation Plan (SCORP). This plan identifies and prioritizes recreation needs in the state and insures eligibility for federal Land and Water Conservation Funds. Your proposed project must fit within one or more of these general categories to be funded.

1. Turn to pages 45-48 and select the item(s) from this list of priorities your project addresses.
2. Explain in your own words how your project will address each item(s) selected.

Need for Assistance

1. Provide an overall statement of need for the proposal. Explain each element of the budget.

Benefits Expected

1. Identify the benefits to be derived from this project; for example,

- (a) include a description of those who will use the facility,
- (b) how the facility will be used, and
- (c) how it will benefit the public.
- (d) if the project provides seasonal or year around recreation opportunities. If the proposed project will provide year around opportunities in a seasonal facility, provide a schedule of those activities.

Agreements

Do you have any use agreements, lease agreements, or any other agreements for the use or operation of your park? This includes use of the ball fields by the Little League, Soccer Association, Ball Association, High School, etc.

Do you have an operating agreement for the operation of the concession stand? Examples of this would be the Booster Club, Little League, Ball Association, etc.

Enclose a copy of all agreements.

1. Will the City/County operate and maintain the proposed facilities? If not, who will?
2. List any current or proposed use, lease, or operating agreements with other agencies, individuals, or organizations. If there are no agreements, indicate this fact.

Operation and Maintenance

1. Provide a budget detailing the operating and maintenance cost for the proposed facility for the next five (5)

years. Remember to include the annual cost of inflation.

2. Will the funds for operation and maintenance be budgeted by the City/County?
If not, how will the City/County meet these costs?

Income

1. State whether or not income will be generated on the site of the proposed project.
2. If income will be generated, indicate how the income will be generated and the proposed use of such funds.

Competition

1. Describe if and how the project will be in competition with private recreational developments in the area.

Parks and Recreation Commission/Department/Committee

Indicate whether or not the applicant has an established Parks Department, a Parks and Recreation Commission, or an Acting Parks Advisory Committee.

PARKS AND RECREATION DEPARTMENT

If the applicant has a Parks Department, Submit

1. Director's name, address, and telephone number.
2. The Parks Department budget.

PARKS AND RECREATION COMMISSION/COMMITTEE

If the applicant has a Commission/Committee,

1. Submit a list of Commission/Committee members and their terms of office.
2. Submit copies of the Commission/Committee meeting minutes for the past 12 months.

If the applicant has established a Parks Commission/Committee in the past year,

1. Provide a list of the Commission/Committee members and their terms of office.
2. Submit copies of the Commission/Committee minutes for the meetings conducted during the past 12 months.

Cities with a paid Park Director AND a Park Commission will not be required to submit the minutes of the Park Commission meetings, just the required information on the Park Director.

Overhead Utility Lines

1. Describe the location and nature of all overhead utility lines in the boundary area (as depicted on the site plan/boundary map), and indicate what measures will be taken to mitigate the effect of the lines.
2. Show the locations of such lines on the site plan.
3. The cost of placing overhead utility lines underground is eligible for grant funding. List the cost as a separate item in the project budget. Include the cost of burying or rerouting the lines in the project budget.

Directions

1. Provide detailed written directions for traveling to the site of the proposed project from the City of Little Rock. The ORGP staff person who visits the proposed site may be unfamiliar with the area. If a road or street is not marked with a sign giving its name or number, describe it in relation to a marked road or street (*e.g., the third graveled road east of Front Street on Highway 14.*)

City Council Resolution or Quorum Court Order

A City Council Resolution or Quorum Court Order must be included to docu-

ment that the local legislative body supports the project. You must pass the resolution exactly as shown on page 23.

BOUNDARY MAPS/SITE PLAN/LOCATION MAPS

Boundary Map

NOTE:

All project boundary maps must be submitted on a single 8 1/2" x 11" sheet of paper. All copies, reduced drawings and written descriptions must be easily readable.

All applications must include a boundary map. This map will establish the boundaries of the area to be included under the provisions of Section 6(f)(3) of the LWCF Act. **Everything located within the defined boundary must remain in outdoor recreation use in perpetuity! Think long and hard before making this commitment. Be sure local citizens, politicians and business leaders are willing to make this commitment before doing so.**

The NPS and the ORGP requires a legally defensible description of project boundaries. **If the applicant so desires, the boundary map and the site plan can be combined;** however, the map must not be too cluttered with information to prevent easy readability. The applicant is not required to provide a certified boundary survey, but the boundary map must contain all of the following information:

1. Title block information including the title of the project, a north arrow, scale (if applicable), date drawn, and the words "Boundary Map." *(If the Boundary Map or Site Plan is not drawn to scale, the map MUST state "Not to Scale.")*
2. All boundaries of the project area and all facilities (such as ball fields, fences, concession stands, etc. if shown on boundary map) must show dimensions clearly. These dimensions must be marked in feet and inches.
3. The map must be of sufficient detail to be a legal identification of the land.
 - (a) You must provide a metes and bounds description with measured distances,
 - (b) Provide a compass bearing of each property side,

- (c) You must include the point of beginning for measurement, and
 - (d) You must provide the township, range, and section information.
4. The map should include known outstanding rights and interests in the area held by others including
 - (a) The measurements and locations of known easements,
 - (b) Any deed/lease restrictions,
 - (c) Any reversionary interests,
 - (d) All power lines that cross the site,
 - (e) All rights-of-way, etc.
 5. The boundary map must include all prior grant projects (LWCF/NCRGTF) within the adjacent or same project area. In no instance will the area covered by Section 6(f)(3) be less than that area acquired with LWCF/NCRGTF assistance.
 6. To receive a point for a legal stamped boundary survey, the survey document must be signed and certified by a licensed surveyor from the state of Arkansas with their professional license number affixed to the survey.

Any of the following additional information that is available should also be included on the boundary map:

1. Deed references which include deed book number, page number in the deed book, and date recorded,
2. Adjoining easements of record, and
3. Adjoining water bodies or other natural landmarks.

The project boundary area must be an area that functions as a complete recreation unit. Simply drawing the project

boundary area around an individual facility will not be considered the project boundary area. (See example on page 23.)

Site Plan

All applications for combination or development projects must include a site plan. The site plan is to give a general layout of the park or area to be developed. **All site plans must be submitted on a single 8 1/2" X 11" sheet of paper. Any exceptions to this requirement due to size of project area or project configuration must be approved by the ORGP staff prior to the Application deadline.**

A site plan must include the following:

1. All proposed facilities and developments included in the phase for which funds are requested,
2. All existing facilities and developments, and
3. Location of any existing power lines, or other utility lines within the site.
4. Accessibility by persons with disabilities, including parking, access routes, ramps, bridges, etc.

The site plan shall be of sufficient scale so that grant review staff can easily identify each proposed project element, and during site inspection use the plan to locate that element easily on the proposed project site. (See example on page 24.)

Location Maps

A city map showing the location of the proposed park site, and all other parks within the city. The parks should be designated clearly. If the applicant is a county, all parks located in the unincorporated area of the county must be designated on a county map.

PROOF OF OWNERSHIP Property Deed

Each development project application package must include documentation showing that the applicant will have sufficient control of the project site. If the applicant owns the site, a copy of the deed to the property must be submitted. Any applicant providing a deed other than a Warranty Deed must provide Title Insurance for the property. Please explain any existing right-of-way/easements on this site.

Leases

Only lands leased from an agency of the United States Government or the State of Arkansas are eligible for development under the Outdoor Recreation Grants Program. (See page 5 for requirements on property owned by school districts.)

Lease Agreement

If the applicant leases or proposes to lease lands owned by an agency of the United States Government or the State of Arkansas,

1. a copy of the existing lease or the proposed lease must be submitted. This lease must be for a minimum of 25 years.

Terms and Conditions

It should be noted that no reversionary clauses may be incorporated in the deed or lease for the property. Inclusion of such clauses will disqualify the project.

Floor Plans

Preliminary floor plans are required as a part of the application package for all projects proposing the development of buildings such as restrooms, concession stands, pavilions and bathhouses.

1. The plans should be of sufficient detail so the ORGP staff can determine if state and federal accessibility requirements have been met.
2. Dimensions of doors, walkways, stalls and hallways should be shown to indicate compliance with the Arkansas State Building Service's "Minimum Standards & Criteria." A copy of these standards can be obtained from the Department of Parks and Tourism.

CLEARINGHOUSE/APPROVAL LETTERS

As documentation of compliance with the State Clearinghouse process, clearance/approval letters on the proposed project must be obtained from the following agencies/officials. (*See page 45 for addresses.*)

1. State Clearinghouse
2. Areawide Clearinghouse
(Planning/Economic Development District or Regional Planning Commission in your area)
3. State Historic Preservation Officer/State Archaeologist
(*Submit form 424, a letter with the project description, a statement that project will be state funded and a detailed project location map.*)
4. State Highway Department
(*Submit form 424 and project location map.*)

The prospective applicant must submit Form 424, 424D, and copies of all application forms, attachments, maps, etc., (entire application) to the State Clearinghouse and the appointed Areawide Clearinghouse to comply with the public review process outlined by Executive Order 12372.

The process takes at least thirty days. These clearance letters may not be available before the August 28, 2009 application deadline. This is not a problem. However, they must be submitted before the application will be considered for final review. It is the responsibility of the applicant to secure these letters and forward the responses to the ORGP office as soon as they are received.

RESOLUTION NO. _____

WHEREAS, _____, Arkansas seeks to improve the recreation facilities and wishes to seek grant funding assistance; and

WHEREAS, in order to obtain the funds necessary to develop and/or improve the site for such a recreation area, it is necessary to obtain a 50/50 Matching Grant from the Arkansas Department of Parks and Tourism’s Outdoor Recreation Grant Program; and

WHEREAS, the plans for such recreation areas have been prepared and the price therefore has been established; and

WHEREAS, this governing body understands the grantee and grantor will enter into a binding agreement which obligates both parties to policies and procedures contained in the *Land and Water Conservation Fund Grants Manual* including, but not limited to the following; the park area defined by the project boundary map, submitted in the application, must remain in outdoor recreation use in perpetuity, regardless if the property is bought or developed with matching grant funds and; all present and future overhead utility lines within the project boundary must be routed away or placed underground and; the project area must remain open and available for use by the public at all resonable times of the day and year; facilities can be reserved for special events, league play, etc. but cannot be reserved, leased or assigned for exclusive use, and; the project area must be kept clean, maintained, and operated in a safe and healthful manner.

City Council/Quorum Court is well aware and apprised of the above-mentioned project, and will provide the local portion of the development cost of the entire project:.

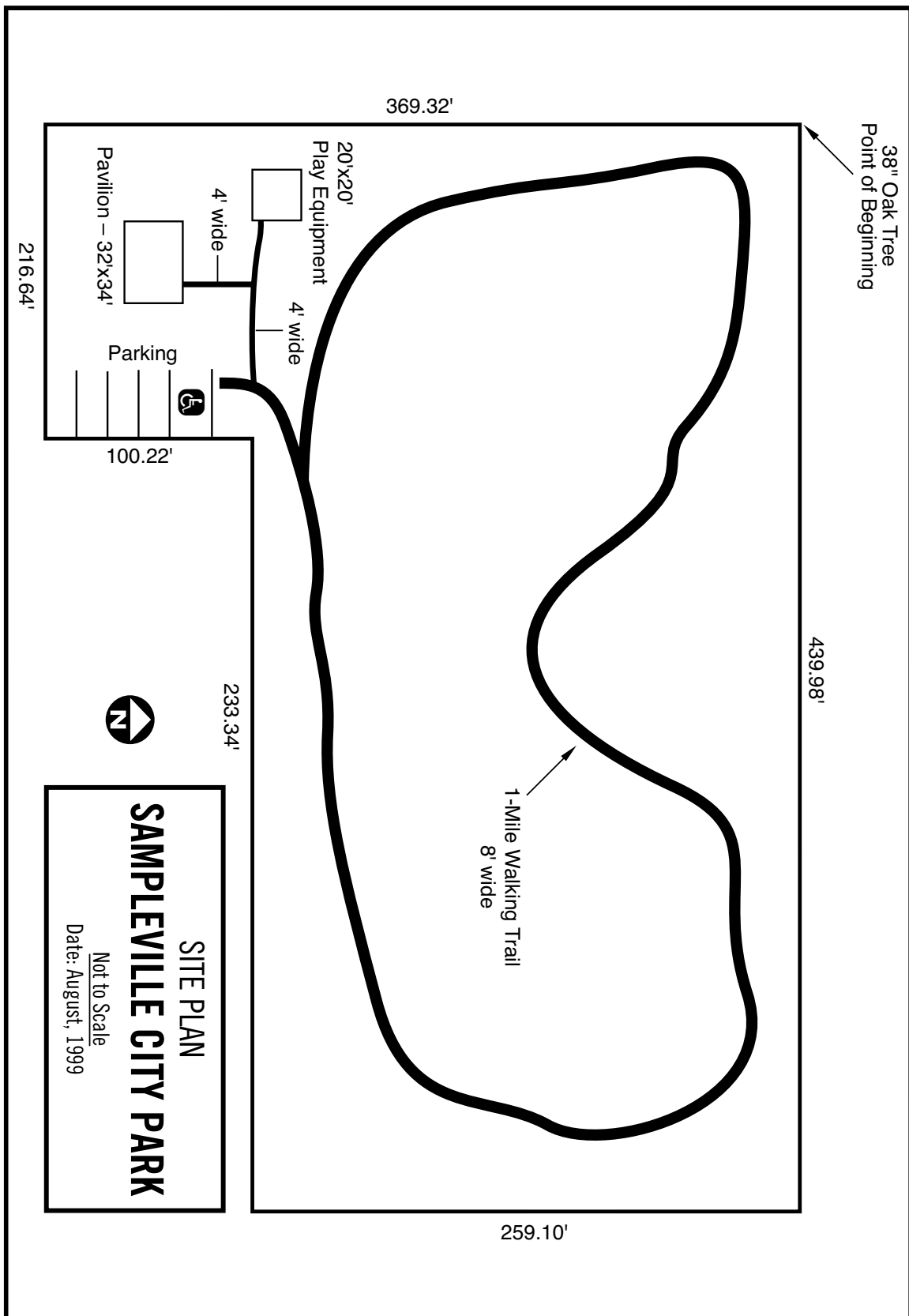
NOW, THEREFORE, BE IT RESOLVED by the City Council/Quorum Court of _____, Arkansas that the Mayor/County judge is hereby authorized to make application to the Arkansas Department of Parks and Tourism for assistance to develop recreational facilities for the City/County; therefore such application shall be submitted as expediently as possible.

Passed this _____ day of _____, 2009.

APPROVED: _____
Mayor/County Judge

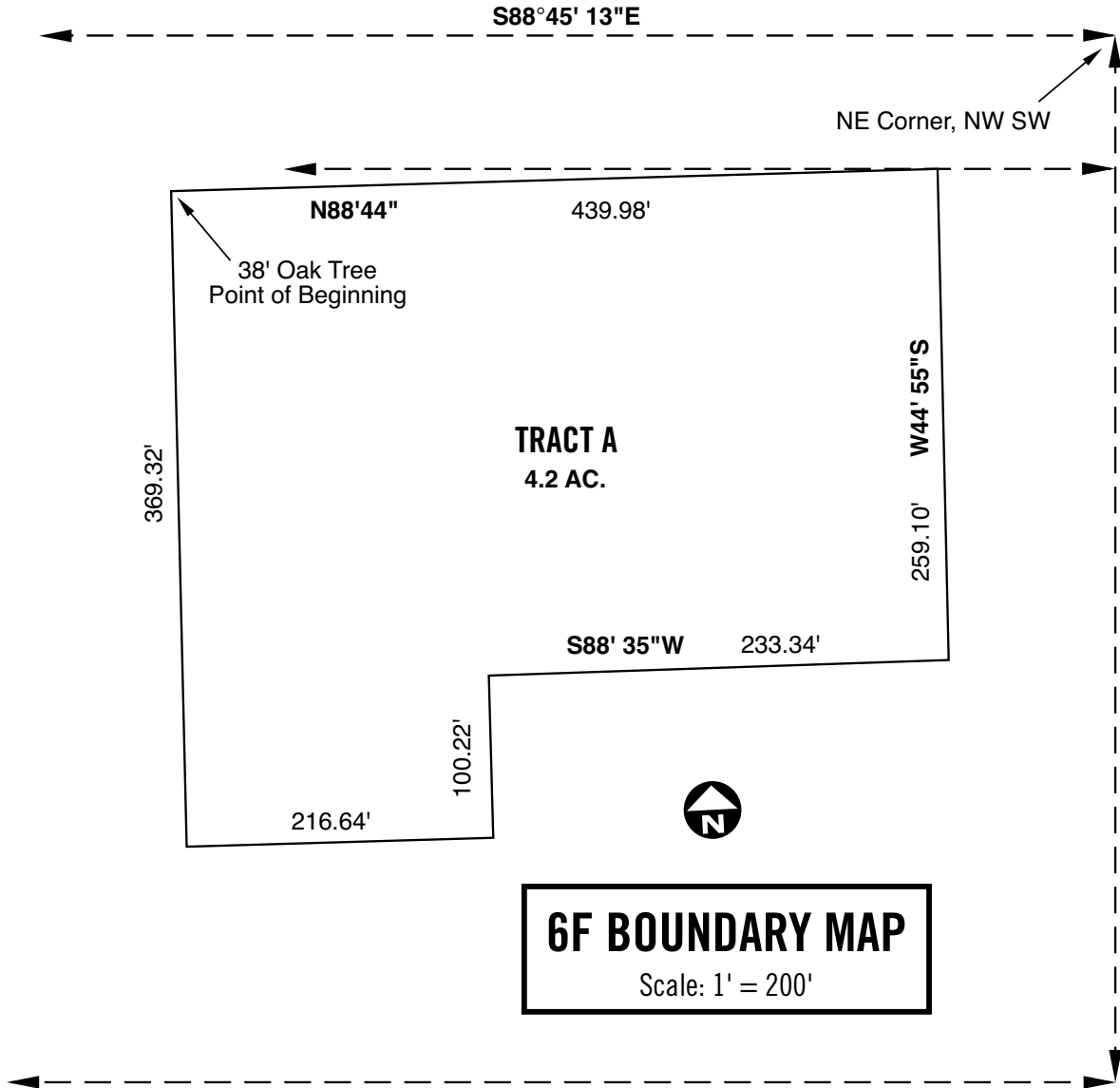
Clerk

SITE PLAN



BOUNDARY MAP

Part of the NW 1/4 of the SW 1/4 of Section 99 Township 10, Range 15, Clark County Arkansas



Date: 6-22-99
 Job No.: 4543
 Signature: James Doe
 License #: _____

Surveyed for
 JOHN T. JONES
 by
 Acme Surveyors

6

Land Acquisition Information

Do not obtain an appraisal of the property prior to the grant award. The appraisal must follow the format shown in the Application Guide and any appraisals obtained in any other format will have to be redone usually costing additional money. Appraisals are not reimbursable items.

There are three types of acquisition:

1. Acquisition for immediate development
2. Acquisition for delayed development
3. Acquisition for preservation/protection

PROPERTY ELIGIBLE FOR ACQUISITION

Acquisition of recreation lands and waters—including new areas or additions to existing parks, forests, wildlife areas, beaches, and other such places dedicated to outdoor recreation—which may be eligible for assistance include, but are not limited to, the following:

1. Areas fronting rivers, streams, lakes, and reservoirs that will provide water-based public recreation opportunities, or the water bodies themselves.
2. Land for creating water impoundments to provide water-based public outdoor recreation opportunities.
3. Areas such as flood plains, wetlands, and areas adjacent to scenic highways that provide special recreational opportunities.
4. Natural areas and preserves AND outstanding scenic areas where the objective is to preserve the scenic or natural values, including areas of physical or biological importance and wildlife areas. These must be open to the general public for outdoor recreational use to the extent that their natural attributes will not be seriously impaired or lost.
5. Land within urban areas for day-use picnic spots, neighborhood playgrounds, and tot lots; areas adjacent to school playgrounds and competitive nonprofessional sports facilities; and more generalized park lands.

METHODS OF ACQUISITION

There are several ways of acquiring lands and/or waters for outdoor recreation purposes. In Arkansas, the most prevalent are:

1. Negotiated Purchases, resulting in fee simple titles, and donations resulting in fee simple titles.
2. Condemnation, resulting in fee simple titles.

Each of these methods is complex and may vary on any single project. Please note that the primary intent of the acquisition must be to provide and insure public outdoor recreational use in perpetuity.

RULES GOVERNING NEGOTIATED PURCHASES AND DONATION OF PROPERTY

1. To be eligible for *Matching Grant Program* assistance, donated property must be in PRIVATE OWNERSHIP—not public—at the time of acquisition.
2. To be eligible for *Matching Grant Program* assistance, purchase agreements and contracts cannot contain reversionary clauses.
3. Applications for projects which involve the purchase of property will be required to submit a Commitment For Title Insurance and a Title Opinion (*see page 28 for information*). An appraisal, following the required for-

- mat must be submitted after the grant approval.
4. **Title to the land may not be taken until federal and state approval is given.** The applicant will be notified immediately upon approval.
 5. **No advance payments** will be made on donated property even after the project receives formal approval.
 6. Displaced persons and business or farm interests must be notified of their rights under federal and state relocation laws. Costs for relocation benefits should be included in the total project cost.
 7. The appraised value of donated property may be used as a portion or all of the applicant's 50% matching share. Successful applications involving donated land will be required to submit an appraisal, after the grant approval, that follows the National Park Service guidelines (*see pages 28–31 for information*).

UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 (UNIFORM ACT)

The Uniform Act provides for the uniform and equitable treatment of persons displaced from their homes, businesses or farms and establishes uniform and equitable land acquisition policies. It is the policy of the National Park Service and the Department of Parks and Tourism to deal consistently and fairly with all persons whose property is taken for public projects and all persons who are displaced from their homes, businesses or farms. The provisions of the Uniform Act apply whether or not *Matching Grant Program* moneys actually contribute to the cost of the real property acquired. Acquisition of real property is not an activity where shortcuts are possible. For more detailed information concerning your responsibilities, see the booklet, *Relocation and Acquisition Policy Guide*.

UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 DOCUMENTATION

Any application proposing the acquisition of property through any means must submit the following information, even if relocation assistance is not required, a response to each of the following items must be submitted:

1. An estimate of the number of individuals, families, businesses and farms being displaced.
2. Where displacement will occur, the applicant must submit
 - (a) a relocation plan,
 - (b) an advisory services program and
 - (c) an appeals procedure.
3. The applicant must provide documentation showing that the owner or his designated representative has been given an opportunity to accompany the appraiser during his/her inspection of the property.
4. The applicant must provide evidence that occupants of the property, to be acquired, were furnished at the time of initiation of negotiations adequate information explaining their eligibility to payments for relocation
5. If there are no occupants, the applicant must indicate this fact.

ACQUISITION FOR DELAYED DEVELOPMENT

Grant assistance may be available to acquire property for which the development of outdoor recreation facilities is planned at a future date. Property acquired for future development must be developed within 3 years. A detailed plan for development will be required before funding assistance will be considered. If you are planning to seek grant assistance to acquire property for future development contact the Department of Parks and Tourism's ORGP staff prior to completing the application.

In the interim, between acquisition and development, the property must be open for those public recreation purposes

which the land is capable of supporting or which can be achieved with a minimum public investment. Non-recreational uses such as agriculture, occurring on the property at the time of acquisition, must cease prior to the request for reimbursement. Any application for a project proposing delayed development must include a detailed development plan including a time frame for development.

COMMITMENT FOR TITLE INSURANCE AND TITLE OPINION

All applications for acquisition or combination projects must include a Commitment for Title Insurance and a Title Opinion which can be obtained based on the Commitment for Title Insurance. This will be a legal opinion on the current Title to the property and will include a discussion of any liens, mortgages, easements, or other encumbrances on the property. It will also include a statement concerning the merchantability of the Title.

OPTION TO PURCHASE/FORMAL COMMITMENT TO SELL/OWNER'S LETTER OF INTENT TO DONATE PROPERTY

Each application for projects which include the acquisition of land by purchase or combination project must include a formal Option to Purchase. The Option to Purchase must be

1. Signed by both parties and
2. Include the purchase price, or a written commitment to sell from the property owner.

Applications for projects which include the acquisition of land through private donation must include a letter from the property owner stating his/her intention to donate the property.

FORMAL APPRAISAL

Do not use multipurpose Supplemental Addendum for Federally Related Transactions forms or Land Appraisal forms.

If a grant is awarded and the project proposes acquisition of property through private donation or which proposes the purchase of property with an anticipated value of \$25,000 or more must include a Formal Appraisal. The Formal Appraisal must comply with the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). <http://www.usdoj.gov/enrd/land-ack/yb2001.pdf>

Part I: Introduction

Title Page
 Letter of Transmittal
 Table of Contents
 Appraiser's Certification
 Summary of Salient Facts and Conclusions
 Photographs of Subject Property
 Statement of Assumptions and Limiting Conditions
 Scope of the Appraisal
 Purpose of the Appraisal
 Summary or Appraisal Problems

Part II: Factual Data—Before Acquisition

Legal Description
 Area, City and Neighborhood Data
 Property Data

Part III: Data Analysis and Conclusions—Before Acquisition

Analysis of Highest and Best Use
 Land Valuation
 Value Estimate by the Cost Approach
 Value Estimate by the Sales Comparison Approach
 Value Estimate by the Income Capitalization Approach
 Correlation and Final Value Estimate

WAIVER VALUATION

Any project which proposes the purchase of property with an anticipated value of less than \$25,000 must include a written finding of value prepared by a knowledgeable person such as a real estate broker, banker or local appraiser. This waiver valuation can be based on the individual's knowledge of land values, but should include a statement of the person's experience and quali-

fication, including a short description of the factors considered and the means by which a conclusion was reached.

DEVELOPMENT PLAN

If the proposed project is for acquisition of land only it will be necessary to prepare a plan for the development of this property. Such a plan should include, at a minimum, the following:

1. Necessity

Discuss why the immediate acquisition of the property is necessary. Include an explanation of why the property cannot be developed at this time.

2. Long-Range Development Proposals

Include items proposed for development on this site. Be as specific as possible. Include estimated dates for such development. Also include proposed methods for funding such developments if they are known. If the source of funding is not known, please indicate this fact.

3. Interim Plans for the Site

How will the site be used until development starts? Include in this section the current use(s) of the site. How long will this interim period last? If there will be more than one use list each use and its estimated time frame.

4. Income

Will income be generated from the site during the interim period? What is the projected amount of this income? Will this income be used in the proposed development of the site and/or the operations, maintenance, and development of the applicant's park system as a whole? Have any arrangements been made to insure such a use of this income? If so, what are they?

5. Site Maps and Plans

Include at least one 8 1/2" x 11" site plan indicating the proposed use areas of the site, e.g., playground areas, picnic areas, ballfield areas. If possible, include more detailed plans of these developments.

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Organizing Your Application

All matching grant applications submitted for the 50/50 Matching Grant Program must be organized in the following manner. Each page of the application must have a page number including the maps, deeds, public hearing documentation, and minority involvement information. We have included a form for your use in the application forms.

PAGE # ITEM

- _____ Federal Form 424
- _____ Federal Form 424D
- _____ Form DI-1350 Civil Rights Agreement
- _____ Form DI-2010 Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying
- _____ Recreation Priorities Form
- _____ Environmental Assessment
- _____ Project Budget
- _____ Flood Hazard Certification & Fund Source Assurance
- _____ Copies of Bank Statements or City/County Budgets
- _____ Copies of commitments for funds
- _____ Copies of commitments for in-kind contributions
- _____ Park and Recreation Inventory Letters
- _____ Public Hearing Documentation
 - _____ Newspaper Proof of Publication
 - _____ Sign-in Sheet
 - _____ Minutes of Public Hearing

OR

- _____ Flyer
- _____ Copy of certification of posting & places with Mayor's/County Judge's certification
- _____ Sign-in Sheet
- _____ Minutes of Public Hearing

PROJECT NARRATIVE

- _____ SCORP Priorities
- _____ Need for Assistance
- _____ Benefits Expected
- _____ Agreements
- _____ Income Produced
- _____ Competition
- _____ Minority Involvement
 - _____ Documentation of meetings or copies of letters
- _____ Parks & Recreation Dept. Director's Information
- _____ Park Dept. Budget

OR

- _____ Commission Members and terms of office
- _____ Minutes of meetings for past 12 months Committee—Active for past 12 months

OR

- _____ Members and terms of office
- _____ Minutes of meetings for past 12 months Committee—Newly Formed
- _____ Overhead Utility Lines Statement

- _____ Directions
- _____ City Council Resolution/Quorum Court Order
- _____ Boundary Map
- _____ Legal Stamped Boundary Survey (optional)
- _____ Site Plan
- _____ Location Map
- _____ Warranty Deed
- _____ Lease Agreement—State or Federal Government Lease ONLY
- _____ Floor Plans

PARK DIRECTOR/COMMISSION/COMMITTEE

- _____ Parks/Rec Director Information
- _____ Budget

- _____ Parks and Recreation Commission members and terms of office
- _____ Minutes of meetings for 12 months
- _____ Newly formed

- _____ Advisory committee members and terms of office
- _____ Minutes of meetings for 12 months
- _____ Newly formed

CLEARINGHOUSE APPROVAL LETTERS

- _____ Statewide Clearinghouse
- _____ Arkansas Historic Preservation Program
- _____ Arkansas Highway and Transportation Department
- _____ Areawide Clearinghouse

LAND ACQUISITION INFORMATION (IF APPLICABLE)

- _____ Uniform Relocation Act Information
- _____ Commitment For Title Insurance and Title Opinion
- _____ Option to Purchase, **OR**
- _____ Commitment to Sell, **OR**
- _____ Letter of Intent to Donate
- _____ Development Plan

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Important Things to Remember

- The deadline for receipt of Outdoor Recreation Grant applications for FY 2010 is 5:00 p.m., August 28, 2009. All applications must be received in our office on that date. Applications simply postmarked by that date are not acceptable. The Application For Federal Assistance, Form 424 may be faxed to (501) 682-0081, but it must arrive on or before the above deadline. If the Form 424 is faxed, the entire application containing original signatures must be postmarked and mailed on or before the above deadline.
- Applicants who have projects on the problem project list or who have received letters listing problems with past grant projects should correct them as soon as possible. It may be necessary to call the Outdoor Recreation Grants Program staff to find out if a problem exists or what arrangement can be made to schedule corrective measures. Those applicants who have problems in this area may not be considered for funding unless corrective action is undertaken immediately!
- Property acquired or developed under this program must be retained forever for public recreation use. **Everything located within the defined project boundary must remain in outdoor recreation use in perpetuity! Think long and hard before making this commitment. Be sure local citizens, politicians and business leaders are willing to make this commitment before submitting an application.**
- All utility lines within the park boundaries must be placed underground. Remember to include the cost of removing or burying these lines in your project budget.
- All public recreation facilities constructed within the park must be accessible to the disabled, including those facilities constructed in whole or part with local funds.
- The applicant who intends to purchase or acquire land by donation may not take title or begin construction until a state contract authorizing the acquisition is completed. Lands acquired prior to the date of a signed contract will not be eligible for reimbursement or use as the local matching cost share.
- One public hearing is required to obtain public input into the application. This public hearing must be held on or before July 31, 2009. Additional points are awarded to applicants who hold their public hearing on or before July 3, 2009. A public notice about the hearing must appear in a newspaper of greatest local circulation at least seven (7) calendar days (June 26, 2009) in advance of the date of the public hearing. In certain cases the posting of a local notice will be sufficient (*see page 8*).
- Submit one (original) signed application.
- Only incorporated cities and counties are eligible for funding. School districts may submit a joint application with an incorporated city or county for funding of facilities located on property owned by the school district.

- All property acquired or developed shall be operated and maintained in good condition in perpetuity.
- A sign stating that Outdoor Recreation Grants Program funds were used to acquire and/or develop the facilities must remain in place at the park forever.
- When each application is rated by the staff according to the Priority Rating System, the applicant's score will be forwarded only to the applicant's Chief Executive Officer (mayor, county judge, city manager) prior to the meeting of the Outdoor Recreation Grants Advisory Committee.
- All correspondence regarding the application will be sent only to the applicant's Chief Executive Officer.
- Each project will be rated by the Outdoor Recreation Grant Program staff according to the criteria listed on the FY 2010 priority rating system form located on pages 38–44.
- Applicants selected for funding by the Outdoor Recreation Grants Committee will be listed and funded in priority order. If monthly tax collections which partially fund the Outdoor Recreation Grants Program fall below the predicted levels, it is possible that some applications that were selected for funding could wholly or partially go unfunded. We sincerely hope this does not happen; however, if this does occur the applicant(s) are invited to apply and compete for funding during the next grant cycle.

This is only a brief description of some of the most frequently asked questions regarding our grant program. Complete regulations and requirements are contained elsewhere in the booklet. Review your application to ensure yourself that the information provided in the project application addresses the point criteria in the priority rating form.

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Important Dates to Remember

- April 2009 _____ Matching Grant Application guides available
- May 2009 _____ ORGP Staff conduct application workshops
- June 26, 2009 _____ Deadline for early public hearing advertisement for extra points
- July 3, 2009 _____ Deadline for early public hearing for applicants to score extra points (3 points)
- July 24, 2009 _____ Deadline for advertisements for mandatory public hearing
- July 31, 2009 _____ Deadline for mandatory public hearing
- July 31, 2009 _____ Deadline for staff evaluation of project site plans
- August 28, 2009 _____ GRANT DEADLINE
- October 2, 2009 _____ Deadline for response to application deficiency letters
- October 21–23, 2009 ____ Outdoor Recreation Grants Advisory Committee Hearings

10

What to Expect After You Submit Your Application

The process of reviewing applications requires approximately two months to complete.

After the initial review of the application, applicants are notified of any deficiencies in the application. The local Chief Executive Officer is notified of the deficiencies and given a deadline to respond. When the ORGP has completed the review, all the applications are rated according to the Priority Rating System and ranked sequentially according to their score. (See page 38-44 for the Priority Rating System explanation and format).

The Priority Rating System was created as part of the Open Project Selection Process. It is used by the ORGP staff to help in the evaluation of all Matching Grant Program grant applications. The resulting score is provided to the applicant's Chief Executive Officer. All applications begin the Priority Rating System with zero points. This completes the ORGP staff review process.

A meeting of the Outdoor Recreation Grants Advisory Committee is then scheduled to hear applicant presentations and make funding recommendations.

PUBLIC HEARING INVITATION

Each year the Director of the Outdoor Recreation Grants Program estimates month by month the amount of the real estate transfer tax collections that fund the 50-50 Grant program. Until FY 2008, real estate transfer tax collections increased annually. With these increases, all applicants were invited to make a presentation to the Committee at the public

hearing. The Outdoor Recreation Grants Advisory Committee has concluded that with the significant decrease in the amount of taxes collected as a result of the depressed economy, it is unfair raise the hopes of applicants that cannot compete successfully for funding. Therefore, the Committee has implemented the following process.

All applications will be scored and ranked starting from the highest to the lowest.

The cumulative amount of grant funds requested by each successive applicant, beginning from the highest score will be calculated

Beginning from the highest score, each applicant will be invited to speak at the public hearing until the cumulative total grant funds requested total reaches two times the annual tax collections estimated by the Director.

Any applicants that have the same score when the tax collections reaches two times the amount estimated by the Director will also be invited to the public hearing.

Example: Director's annual estimate of RETT Taxes collections = \$2,000,000

Town A score = 25 cumulative total grant funds requested = \$1,721,734 — invited

Town B score = 24 cumulative total grant funds requested = \$1,879,566 — invited

Town C score = 24 cumulative total grant funds requested = \$2,000,000 — invited

Town D score = 24 cumulative total grant funds requested = \$2,151,999 — invited

Town E score = 24 cumulative total grant funds requested = \$2,323,543 — invited

Town F score = 23 cumulative total grant funds requested = \$2,401,003 — not invited

Each applicant will be mailed their score form and notified simultaneously if they will be invited to the public hearing or not.

After the public hearing, the Committee will pass their recommendations for funding to the Executive Director of Parks and Tourism, and then to the Governor for his announcement of who has been awarded a grant.

Priority Rating System Overview

The purpose of the Priority Rating System (PRS) is to evaluate all applications for grant funding with the same fair and equitable criteria. Because the total state and federal grant dollars available for the Matching Grant program is not sufficient to fund the number of requests that are submitted each year, the PRS has been designed to give the highest priority to projects that demonstrate thorough and advanced planning, involve local users including minorities in the planning process, and provide diverse recreation opportunities for recreation users.

The Outdoor Recreation Grant Program Staff will review each application submitted by the August 28, 2009 deadline. The staff will notify the applicants of any deficiencies by mail. Applicants will be given till October 2, 2009 to address any deficiencies. A staff person will also conduct a site visit to evaluate the project site development plan, and determine if the existing facilities have been regularly maintained in a manner suitable for daily use. Outdoor Recreation Grant Program Staff will score each application and will then mail a copy of the Priority Rating System score form to the applicant.

If applicants have questions concerning their Priority Rating System score they should contact the Outdoor Recreation Grant Program Office for clarification prior to the Outdoor Recreation Grant Advisory Committee's public hearing scheduled for October 22–23, 2009.

The following is a brief explanation of the elements and priority assignments in each of the four Priority Rating System sections. In other words, what we are looking for in a priority project.

I. PROJECT DIVERSITY AND OPPORTUNITY

1. Priority points will be given to applications that focus the majority of development funds and resources to 1) increase the different types of recreational activities or opportunities within

the community. OR 2) develop parks and significantly increase the number of recreation facilities in under-served areas of the community. OR 3) to renovate or replace obsolete facilities that have been approved by the ORGP Staff.

2. Priority points will be given if major elements within the proposed project provide year-around recreational opportunities. (Examples include basketball courts, trails, play equipment, pavilion, and picnic facilities, etc.)

II. PUBLIC INVOLVEMENT AND SUPPORT

Park and recreation facilities and programs are an important part of community infrastructure. Involving volunteers and public service organizations in park and recreation facilities and programs is very helpful, however these individuals and groups may have singular purposes and may not represent all types of recreational activities. Communities that commit local resources by hiring park and recreation staff or appoint advisory groups responsible for advising the city or county concerning the operation, maintenance, programming, and planning generally have proven to make good use of grant funds.

1. Priority points will be given to applicants that have taken the initiative to hire a park and recreation director, or

establish a legal park commission, or appoint an advisory committee that oversees local public parks and recreation programs, and has documented the commission or committee meets at a minimum of a quarterly basis.

2. Fewer priority points will be given to applicants that have established a committee or a parks commission within the past year, and has documented they have met on a regular basis since established.
3. No priority points will be given to applicants who will use volunteers, public service organizations, or a combination of these to oversee park planning, operation and maintenance, and recreational programs.
4. Direct public involvement is required to establish local recreation priorities and to determine what priorities will be submitted in the application for funding. A public hearing is mandatory to be eligible for grant funding. Applicants that conduct “early” public hearing(s) (between January 1, 2009 and on or before July 3, 2009), and have documented they invited ethnic minorities, the elderly, and persons with disabilities to participate in the planning process.
5. No priority points will be given to applicants that hold a public hearing on July 4, 2009, and on or before July 31, 2009, and have documented they invited ethnic minorities, the elderly, and persons with disabilities to participate in the planning process.
6. Minority involvement in the planning of the project is a requirement to be eligible for grant funding. Priority points will be given to applicants who document minority outreach prior to the public hearing in the planning of the project. This includes 1) ethnic minority populations (African Americans, Native Alaskans, American Indians, Hispanics, and Asian Americans) 2) the elderly, and 3) persons with disabilities. A community that does not contain 1) ethnic minorities (African Americans, Native Alaskans, American Indians, Hispanics, and Asian Americans) must still solicit participation by 2)

elderly, and 3) persons with disabilities. Outreach measures include any or all of the following; special meetings in minority neighborhoods, surveys, personal contacts made by public officials with local minority leaders, groups, and individuals prior to the public hearing. These outreach measures must be documented and included with the application.

- Applicants who do not document minority involvement prior to the public hearing, in the project planning process will be ineligible for grant funding.

Minimum requirements are:

- a) Letters sent to minority organizations or groups inviting them to the public hearing; and
- b) Letters sent to individuals or minority organizations asking them to address their recreational needs

It may be necessary to go to them or reach out and seek their input through a combination of group meetings or visits with minority leadership.

Maximum points in the Priority Rating System are given to applicants that provide documentation of an extraordinary outreach involving minorities. This may be accomplished by:

- a) The Park Director, a park commission or committee member, mayor, county judge or other city official holding public meetings with minority groups. Minutes of those meetings which must be held prior to the date of the public

hearing, can be used at the public hearing as a part of the planning process. See page 9 for details of minority involvement.

These meetings could be held at minority churches, nursing homes, senior citizens centers, or special schools for persons with disabilities.

Applicants, who fail to hold a public hearing prior to July 31, 2009, will be ineligible for grant funding and their application will be returned without further consideration.

III. PLANNING AND DESIGN

Communities that are committed to park development understand that grant funds can never replace local financial commitment. Frequently, park development and facility construction must be completed in phases. Spending grant dollars efficiently and expediently funded through public tax revenues is good government. Communities that are prepared to begin land purchases and/or project construction as quickly as possible will be rewarded. Identifying project boundaries can prevent legal difficulties and potential encroachment of park properties. Applicants providing boundary surveys will receive priority points.

1. Priority points will be given to those applicants who include with the application, a detailed budget, plans, specifications, and bid documents that are ready for immediate bid and construction. Applicants certifying they will use a paid, professional design consultant will receive credit.
2. Project sponsor has included with application, a detailed budget and will provide plans, specifications, and bid documents immediately following grant award at the Project Management Workshop.
3. Priority points will be given to those applicants who have met with ORGP staff seeking overall evaluation, comments for revisions, additions, or changes to the project site plan no later than July 31, 2009. Revisions, additions, or changes must be completed and submitted no later than

October 2, 2009. ORGP staff person has signed and dated application site plan.

4. Priority points will be given to those applicants who provide a legal stamped boundary survey of the project boundary with the application.
5. Priority points will be given to applications with site plans that are 8.5"x11", contains a north arrow, and based on an ORGP site inspection accurately locates facilities, and is drawn to scale, or if not to scale all boundary and facility dimensions are shown on the plan.
6. Points will be deducted for site plans that are incomplete or inaccurately locate boundaries and facilities.
7. Priority points will be given to projects with site plans that show all necessary details of barrier free access for project facilities, including access routes, play equipment access, walkways, ramps, lifts, and parking.
8. Priority points will be deducted for projects with site plans that do not show detailed barrier free access.

IV. MATCHING RESOURCES

Applicants that have secured or budgeted local financial resources prior to submitting a grant application have historically completed projects in a timely and efficient manner. Applicants that depend primarily on volunteer labor and have very limited financial backing frequently

struggle to meet contract deadlines and occasionally the quality of the facilities is not suitable for intense public use.

1. Priority points will be given to applicants whose majority of the 50/50 match is a cash appropriation (application includes an approved budget), cash currently in bank (supported by a current bank statement), land donation, force account labor, sponsor owned equipment use, or any combination there of.
2. Priority points will be given if the remainder of the above match is: cash, donations of materials (by letter of commitment with approximate cash value pre-determined) or donated equipment use (by letter of commitment with approximate cash value pre-determined).
3. No points will be given if the majority of the match is promises of cash, promises of volunteer labor, promises of donated equipment use, promises of donated materials, or a combination there of.

V. PAST HISTORY OF MAINTENANCE AND COMPLIANCE OF PROGRAM REGULATIONS

When available, people use parks on a year around basis. Local governments should set flexible opening and closing times and schedule regular maintenance so users can have access to clean safe parks and recreation facilities at all reasonable times of the day and year.

1. Applicants will be penalized points if at the time the ORGP staff inspected the proposed project site (or other previously funded project sites) the staff finds significant trash or litter, grass not mowed, facilities in disrepair, other preventable conditions that may impede public use.
2. Applicants will be penalized points, if at the time the ORGP staff inspected the proposed project site (or other previously funded project sites), they find a lack of long term, ongoing or adequate maintenance.

VI. DOES THIS PROJECT PROVIDE DEVELOPMENT OF THE FOLLOWING

The law requires that all public facilities provide barrier free access to “all” citizens. This includes persons with disabilities. Many existing recreation facilities were built without regard to the law or prior to the Architectural Barriers Act of 1968. Barrier free access benefits everyone including the elderly, toddlers, and those with disabilities. In addition, falls from play equipment are the number one cause of injury on the playground. As noted in the 2003 SCORP, accessibility and playground safety are two areas that have been determined to be priorities when considering recreation improvements or development. To encourage barrier free access and provide a safer environment for children, priority points will be given to projects that directly address these concerns. These priority points will also be awarded to those applicants that can prove that all the recreation areas in their city comply totally with the barrier free access and fall impact material requirements.

PRIORITY RATING SYSTEM

Matching Grant Program Applications

ARKANSAS DEPARTMENT OF PARKS AND TOURISM • OUTDOOR RECREATION GRANTS PROGRAM

	Points	Total
I. PROJECT DIVERSITY AND OPPORTUNITY		
1. Elements within the proposed project will significantly impact the diversity of recreational facilities/opportunities within the community; OR will expand recreational facilities/opportunities into under-served areas of the community; OR will renovate existing or replace obsolete facilities that significantly impact recreational opportunities.	3	_____
2. Elements within the proposed project provide year-around recreational opportunities. (Examples include basketball courts, trails, play equipment, pavilion and picnic facilities, etc.); OR If the proposed project will provide year around opportunities in a seasonal facility, <u>applicant must include last year's schedule of those activities with the application.</u>	3	_____
Maximum Points Section I: 6 points		_____
II. Public Involvement and Planning		
1. Applicant has a parks department with a director; OR a parks commission; OR an advisory committee, <u>and has included with the application minutes of the commission or committee meetings.</u>	3	_____
2. Applicant has established a park commission or advisory committee within the past 12 months, <u>and has included with the application minutes of the commission or committee meetings</u>	1	_____
3. Applicant will use volunteers, public service organizations, or a combination to oversee local park planning, operation and maintenance, and recreation programs.	0	_____
4. Applicant has conducted the required public hearing between January 1, 2009, and on or before July 3, 2009, and has documented they invited minorities defined as; (1) ethnic minorities, (African Americans, Native Alaskans, Native Americans, Hispanics and Asian Americans) (2) the elderly, and (3) persons with disabilities to participate in the planning process.	3	_____
5. Applicant has conducted the required public hearing between July 3, 2009, and on or before July 31, 2009, and has documented they invited (1) ethnic minorities, (African Americans, Native Alaskans, Native Americans, Hispanics and Asian Americans) (2) the elderly, and (3) persons with disabilities to participate in the planning process. <u>Applicants conducting the public hearing on or after July 31, 2009, are ineligible.</u>	0	_____

- | | | |
|--|---|-------|
| 6. Applicant has documented community out-reach prior to the public hearing with (1) ethnic minorities (African Americans, Native Alaskans, Native Americans, Hispanics and Asian Americans) (2) the elderly, and (3) persons with disabilities in the planning process and out-reach measures including any or all of the following; special meetings in minority neighborhoods; surveys; or multiple personal contacts by public officials with <u>local minority leaders, the elderly, and persons with disabilities.</u> | 2 | _____ |
|--|---|-------|

Maximum Points Section II: 8 points _____

III. PLANNING AND DESIGN

- | | | |
|---|----|-------|
| 1. Project sponsor has included with application, a detailed budget, plans, specifications, and bid documents ready for immediate bid and construction. Applicants certifying they will use a paid professional design consultant will also receive credit. | 3 | _____ |
| 2. Project sponsor has included with application, a detailed budget and will provide plans, specifications, and bid documents immediately following grant award at the Project Management Workshop. | 0 | _____ |
| 3. Applicant has met with the ORGP staff seeking overall evaluation, comments for revisions, additions, or changes to the project site plan (minimum of 28 days prior to grant deadline). Revisions, additions, or changes to this site plan must be completed and submitted no later than October 2, 2009. | 3 | _____ |
| 4. Applicant has provided a legal, stamped, boundary survey of the project boundary with the application. | 1 | _____ |
| 5. Site plan is 8.5" x 11", contains a north arrow, and based on an ORGP site inspection accurately locates facilities, and is drawn to scale, or if not to scale then all boundary and facility dimensions are shown on the plan | 1 | _____ |
| 6. Site plan is incomplete or inaccurately locates boundaries and facilities. | -1 | _____ |
| 7. Site plan shows all necessary details of barrier free access for project facilities, including access routes, play equipment access, walkways, bridges, ramps, lifts, and parking. | 1 | _____ |
| 8. Site plan does not show detailed barrier free access. | -1 | _____ |

Maximum Points Section III: 9 points _____

IV. Matching Resources

- | | | |
|--|---|-------|
| 1. Majority of the match is; a cash appropriation (application includes an approved budget), cash currently in the bank (supported by a current bank statement), land donation, force account labor, sponsor owned equipment use, or any combination of the above. | 3 | _____ |
| 2. Remainder of #1 match is; cash, donations of materials (by letter of intent to donate with approximate cash value pre-determined) or donated equipment use (by letter of intent with approximate hourly rate pre-determined). | 1 | _____ |
| 3. Majority of match is promises of cash, promises of volunteer labor, promises of donated equipment use, promises of donated materials, or a combination of. | 0 | _____ |

V. PAST HISTORY OF MAINTENANCE AND COMPLIANCE OF PROGRAM REGULATIONS

- | | | |
|---|-----|-------|
| 1. At the time the ORGP staff inspected the proposed project site (or other previously funded project sites) they found significant trash or litter, grass not mowed, facilities in disrepair, other preventable conditions that may impede public use. | -3 | _____ |
| 2. Inspection of proposed (and past or other public) project sites revealed a lack of long-term ongoing or adequate maintenance. | -10 | _____ |

Maximum Points Section IV-V: 4 points _____

VI. DOES THIS PROJECT PROVIDE DEVELOPMENT OF THE FOLLOWING

- | | | |
|---|---|-------|
| 1. Project will construct barrier free access to existing facilities within the park or <u>6(f)(3) project boundary or whose park(s) presently comply totally with barrier free requirements.</u> | 2 | _____ |
| 2. Project that provides safety impact areas and barrier free access to existing playground equipment or replaces obsolete equipment with new equipment that complies with current ADA regulations and CPSC & ASTM guidelines, <u>or whose park(s) presently comply totally ADA regulations and CPSC & ASTM guidelines.</u> | 2 | _____ |

Maximum Points Section VI: 4 points _____

Total Points Scored: (Maximum possible: 31 points) _____

IF THE APPLICANT CURRENTLY HAS AN ACTIVE GRANT PROJECT AND THE ORGP DIRECTOR HAS DETERMINED THE GRANTEE IS NOT PROGRESSING IN A TIMELY MANNER, THE APPLICANT IS INELIGIBLE FOR FURTHER FUNDING UNTIL ACTIVE PROJECTS HAVE BEEN COMPLETED OR SIGNIFICANT PROGRESS IS MADE.

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2003 SCORP Priorities

The *Statewide Comprehensive Outdoor Recreation Plan (SCORP)* is prepared every five years by the staff of the Outdoor Recreation Grants Program. The purpose of the plan is to assess the states outdoor recreation facilities and resources, and to make recommendations and prioritize areas that need attention in the future. In order for your project to be funded it must fit within one or more of these general categories.

Maintenance of Parks and Recreation Facilities

NEGLECTED FACILITIES

- Develop a maintenance schedule for each park and recreation facility. Maintenance and repairs should be supervised and completed by park staff or by the general maintenance and operations staff of the city, county or community.
- It may be necessary to supplement city, county, or community staff with volunteers to complete litter pick-up and minor repairs.
- A park maintenance line item should be a part of city, county, or community budget.
- If maintenance is performed by volunteers, civic organizations or activity associations, a contract or operating agreement should be developed to enumerate duties, responsibilities and define the expectations of both parties.

VANDALISM

- When selecting a park site, choose an area that is highly visible, a natural deterrent to vandalism.
- Report acts of vandalism to the police and proper public authorities immediately. Complete a report and photograph damages. Repair or replace damaged equipment immediately.

- Posting signs with hours of operation, park rules, security lighting, and gates are all tools of effective vandalism management.
- Organizing citizen park watch programs and regular local police patrols contribute to good public relations and community pride and ownership.
- Well maintained parks and facilities deter vandalism.
- Budget contingency funds to replace equipment or make repairs.

Safety and Security at Recreation Areas

AGING FACILITIES AND EQUIPMENT

- Prioritize the removing and replacing of play equipment that does not meet Consumer Product Safety Commission guidelines and the Architectural Barriers Act.
- Install safety impact material under existing play equipment as well as under newly acquired play equipment.
- Local recreation providers should install signage at playgrounds on the proper use of playgrounds and equipment.

- Provide separate age appropriate playground facilities for older and younger children.
- Encourage sound design principles for the location, layout and installation of playgrounds and equipment.
- Those involved with providing or purchasing public play equipment should contact the Outdoor Recreation Grants Program Staff for technical assistance. Topics should include: product quality, local equipment construction, installation, liability, repairs to existing equipment, impact materials and signage.
- Those involved with providing facilities or purchasing public park equipment should refrain from purchasing wood treated with CCA (copper-chromium-arsenic) preservative.

Child Abductions

- Support programs like the Morgan Nick/Amber Alert for missing and exploited children in Arkansas.
- Park and recreation personnel should help educate parents and children to help guard against potential danger.
- Encourage adult supervision of children. Provide, through good design, benches or viewing areas nearby so adults can sit and watch their children play.
- Do not place playground equipment near roads, parking areas, or bushes.
- Light public park areas when operating hours or programs continue after sunset.
- Install signage in parks and near play equipment informing adults about the supervision of children.

Improving Outdoor Recreation Programs and Facilities

BARRIER FREE ACCESS

- Community leaders should prioritize and budget projects to

bring existing parks and facilities into compliance with state and federal accessibility laws and guidelines.

- Community leaders should insist that all new construction comply with state and federal accessibility laws and guidelines and, where practical, exceed standards.
- Contact the Outdoor Recreation Grants Program (ORGP) section of the Arkansas Department of Parks and Tourism for guidelines from the Architectural and Transportation Barriers Compliance Board.
- Contact ORGP staff for technical assistance for the construction and retrofitting of existing park and recreation facilities and equipment.

RECREATIONAL DIVERSITY

- Encourage both active and passive activities when planning parks.
- Recreation and park providers should provide a diversity of recreation programs and facilities to meet the changing needs of new users and changing recreation trends.
- Local leaders should conduct an active community outreach to include ethnic groups, the elderly, and the disabled.

PUBLIC INVOLVEMENT

- Local leaders should involve local citizens in the planning and development of parks and recreation programs. This may be accomplished through the use

of committees and commissions and qualified park and recreation professionals to help plan, manage and maintain parks and administer recreation programs.

- Local leaders should conduct public hearings well in advance of grant application deadlines.
- Conduct community pro-active outreach measures to solicit a diversity of involvement in the planning process.

PARK LAYOUT AND FACILITY DESIGN

- Grant applicants should submit accurate and complete park site development plans.
- Grant applicants should demonstrate ability to spend grant funds by providing detailed budgets, plans and specifications.

Funding for Parks, Recreation and Heritage Projects

- Local governments should find creative methods for funding and spending revenues wisely and efficiently for park, recreation and park projects.
- Grantees should complete contractual grant obligations in a timely manner.
- Applicants for grant funds should solicit, secure, and document donations of materials and equipment necessary for project completion.
- Applicants and grantees should budget and spend cash equaling at least 51% of the cash resources necessary to meet matching obligations for grants.
- Master plans should be developed and revised on a frequent basis in order to keep pace with community expansion and rising costs.
- Master park plans establish goals and identify priorities. Plans serve no purpose unless a timely schedule is adopted to implement them.

Conservation of Natural and Cultural Resources for Outdoor Recreation

LITTER AND RECYCLING

- Community leaders should promote education and awareness programs for its citizens to the need and benefits of recycling the state's resources.
- Community leaders should encourage beautification projects at local parks.
- Community leaders should encourage voluntary litter prevention and promote awareness of litter law enforcement.

CHANGING RECREATIONAL INTERESTS

- Community leaders should remain alert to new recreational trends in the community and prepare to meet the resulting demand for new facilities.
- Balance preservation of Arkansas's natural resources with opportunity to enjoy those resources in a recreational setting.

TRAILS

- Trail providers should address the maintenance of trails. Conduct a detailed inventory of backlogged maintenance work. Estimate funding costs and personnel requirements to develop priorities and maintain trails.
- Local parks and recreation departments should place stronger emphasis on developing urban trails and greenways. Work alongside residential developers. Enact legislation to set aside property

for trail development that accommodates both recreation and transportation.

- Increase trail opportunities for users with limited access (i.e., mountain bikers, ORV, and OHV), and particularly for the physically impaired and developmentally disabled.
- Develop multi-use trails to increase trail opportunities and reduce maintenance costs.

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Federal Regulations

This *Application Guide* is not intended to serve as a compendium of all applicable State and Federal statutes. Applicants are encouraged to contact their legal representatives for further information on the State and Federal laws, rules, and regulations which apply to their proposed project. The following is a list of some of the federal statutes, regulatory requirements, and policies which may apply:

1. The National Environmental Policy Act of 1969 (42 USC 4321 et. seq.), as amended
2. The Clean Air Act (42 USC 7609) as amended
3. The Clean Water Act (33 USC Secs. 1288, 1314, 1341, 1342,1344)
4. Executive Order 11514, Protection and Enhancement of Environmental Quality (March 5, 1970, as amended by Executive Order 11911, May 24, 1977)
5. Executive Order 11288, concerning prevention, control and abatement of water pollution
6. The Flood Disaster Protection Act of 1973 (12 USC Sec. 24,1701-1 Supp.) (42 USC Sec. 4001 et. seq.)
7. Executive Order 11988, Flood plain Management
8. Executive Order 11296, Evaluation of Flood Hazard in Locating Federally Owned or Financed Building, Roads, and other Facilities and in Disposing of Federal Lands and Properties
9. Federal Act for Protection and Restoration of Estuarine Areas (PL 90-454)
10. Wild and Scenic Rivers Act of 1968 (PL 90-542) (16 USC 1274 et. seq.)
11. The Rivers and Harbors Act of 1899 (33 USC 401 et. seq.)
12. Executive Order 11990, Protection of Wetlands
13. The Fish and Wildlife Coordination Act (16 USC Sec. 661, 662)
14. The Endangered Species Act of 1973 (16 USC Sec. 1531 et. seq.)
15. The Antiquities Act of 1906 (16 USC Sec. 431)
16. The Archeological and Historic Preservation Act of 1974 (16 USC Sec. 469 a-1)
17. The National Historic Preservation Act of 1966 (16 USC Sec. 470 et. seq.)
18. Executive Order 11593, Protection and Enhancement of the Cultural Environment
19. Federal-Aid Highway Act of 1973 (PL 93-87)
20. Architectural Barriers Act of 1968 (PL 90-480)

21. Americans with Disabilities Act (ADA) of 1990, Title II and Title III
22. Section 504, The Rehabilitation Act of 1973 (PL 93-112), as amended
23. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 94-646)
24. Title VI of the Civil Rights Act of 1964 (PL 42 USC Secs. 2000d to 2000d-4)
25. Executive Order 11246, Equal Employment Opportunity
26. Executive Order 12372. Provides for the evaluation, review and coordination of federal assistance programs and projects.
27. Office of Management and Budget Circular A-102. Provides uniform administrative requirements for grants-in-aid to state and local governments
28. Office of Management and Budget Circular A-87 (formerly FMC74-4). Identifies cost principles applicable to grants and contracts with state and local governments as they relate to the application, acceptance and use of federal funds
29. Power Plant and Industrial Fuel Use Act of 1978 (PL 95-620)
30. Executive Order 12185, Conservation of Petroleum and Natural Gas

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Required Clearances

- Ms. Frances McSwain, Director
Arkansas Historic Preservation Program
1500 Tower Building, 323 Center
Little Rock, Arkansas 72201
Telephone (501) 324-9357
- Mr. Tracy Copeland, Manager
State Clearinghouse
Post Office Box 8031
Little Rock, Arkansas 72201
Telephone (501) 682-1074
- Programs and Contracts Division
Arkansas Highway and
Transportation Department
Post Office Box 2261
Little Rock, Arkansas 72203
Telephone (501) 569-2261
- Areawide Planning or Economic
Development District Clearing-
houses:
 - Central Arkansas Planning and
Development District
115 Jefferson Street
Lonoke, Arkansas 72086
Telephone (501) 676-2721
 - East Arkansas Planning and
Development District
Post Office Box 1403
Jonesboro, Arkansas 72403
Telephone (870) 932-3957
 - Northwest Arkansas Economic
Development District
Post Office Box 190
Harrison, Arkansas 72602-0190
Telephone (870) 741-5404
 - Southeast Arkansas Economic
Development District
Post Office Box 6806
Pine Bluff, Arkansas 71611
Telephone (870) 536-1971
 - Southwest Arkansas Planning
and Development District
Post Office Box 767
Magnolia, Arkansas 71754
Telephone (870) 234-4030
 - West Central Arkansas Planning
and Development District
Post Office Box 21100
Hot Springs, Arkansas 71903
Telephone (501) 525-7577
 - Western Arkansas Planning and
Development District
Post Office Box 2067
Fort Smith, Arkansas 72902
Telephone (479) 785-2651
 - White River Planning and
Development District
Post Office Box 2396
Batesville, Arkansas 72503
Telephone (870) 793-5233
- Regional Planning Commission
 - Northwest Arkansas Regional
Planning Commission
1311 Clayton Street
Springdale, Arkansas 72762
Telephone (479) 751-7125
 - Southeast Arkansas Regional
Planning Commission
Post Office Box 8398
Pine Bluff, Arkansas 71611
Telephone (870) 534-4247
 - METROPLAN
501 West Markham, Suite B
Little Rock, Arkansas 72201
Telephone (501) 372-3300
 - ARK-TEX Council of
Governments
Post Office Box 5307
Texarkana, Texas 75505
Telephone (903) 832-8636

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Information and Technical Assistance Resources

- Areawide Planning or Economic Development Districts

- Regional Planning Offices

- County Agent for the Arkansas Cooperative Extension Service

- District Conservationist in each county for Soil Conservation Service

- Arkansas Geological Commission
3815 West Roosevelt Road
Little Rock, Arkansas 72204
Phone: (501) 296-1877

- Arkansas Game and Fish Commission
Steam Team Program
Phone: (800) 364-GAME

OUTDOOR RECREATION GRANTS PROGRAM STAFF

- Mr. Bryan Kellar, Director
Outdoor Recreation Grants Program
Number One Capitol Mall
Little Rock, Arkansas 72201
Phone: (501) 682-1301
bryan.kellar@arkansas.gov

- Ms. Brenda Rowell, Project Officer
Outdoor Recreation Grants Program
Number One Capitol Mall
Little Rock, Arkansas 72201
Phone: (501) 682-1301
brenda.rowell@arkansas.gov

- Mrs. Anita Chouinard,
Environmental Planner/Project
Officer
Outdoor Recreation Grants Program
Number One Capitol Mall
Little Rock, Arkansas 72201
Phone: (501) 682-1301
anita.chouinard@arkansas.gov

- Mr. John Beneke, State Trails
Coordinator/Project Officer
Outdoor Recreation Grants Program
Number One Capitol Mall
Little Rock, Arkansas 72201
Phone: (501) 682-1301
john.beneke@arkansas.gov

RECREATIONAL EQUIPMENT VENDORS SERVING ARKANSAS

- Wayne Davis Playgrounds
Owner: Wayne Davis
104 Orchid Dr.
Maumelle, AR 72113
phone: (888) 571.3116
fax: (501) 851.4130
e-mail: *wyndavis@sbcglobal.net*

- Diversified Recreation, Inc.
Owner: Jim Edwards
5 Wingfield Circle
Little Rock, AR 72205-1636
phone: (501) 228-9191
fax: (866) 516-5355
e-mail: *divrec@swbell.net*

- Kyle Recreation
Owner: Kim Kyle
8570 Cantrell Road
Little Rock, AR 72227
phone: (501) 227-6125
fax: (501) 227-6124
e-mail: *kylerec@sbcglobal.net*
web: *www.kylerecreation.com*

- Apex Associates
Owner: Ronnie Teague
P.O. Box 1110
Mountain View, AR 72560
phone: (800) 274-1130 (Toll Free)
fax: (870) 591-6831
e-mail: *apex@mvtel.net*
web: *www.apex-associates.net*

- **Pacheco Outdoor Equipment, Inc.** Arkansas park and playground vendors or manufacturers who wish to be listed may do so by contacting Arkansas State Parks, Outdoor Recreation Grants Program at (501) 682-1301.
Owner: Mike Pacheco
11324 Arcade Drive, Suite 3
Little Rock, AR 72212
phone: (501) 225-1218
(800) 933-8600
fax: (501) 225-1462
e-mail: fmpacheco@sbcglobal.net
web: www.pachecooutdoor.com

- **Arkoma Playgrounds & Supply**
Owner: Becky Thompson
93 Colt Square, Suite 5
Fayetteville, AR 72703
phone: (479) 443-0066
(888) 340-7529 (Toll Free)
fax: (479) 443-9202
e-mail: arkoma@arkoma.net
web: www.arkomaplaygrounds.com

- **Musco Lighting**
Recreational Sports Lighting
Arkansas Sales Rep: Steve Ibbotson
46 Zircon Drive
Maumelle, AR 72113
phone: (888) 851-5712
fax: (501) 851-0992
e-mail: steve.ibbotson@musco.com

- **Lynch Enterprises**
Recreational Sports Lighting
Owner: Keith Lynch
104 Fieldcrest Drive
Searcy, AR 72143
Phone: (501) 593-3993
e-mail: klynch9332@sbcglobal.net

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Five-Year Recreation Plan Format

The purpose of a five-year recreation plan is for local government to compile in one document what facilities and programs are available in their jurisdiction. It provides an opportunity to learn if the needs of the very young, the actively athletic, those who prefer passive and less competitive experiences, and minorities are being provided for. It is an opportunity to prioritize future development. A recreation plan can provide a road map during the transition from one administration to the next. The Recreation Plan is no longer a requirement. This outline is provided for communities who would like to develop a plan.

Introduction

- State who prepared the plan.
- Describe when, why, and how plan was initiated.
- When was plan adopted by community or county?
- Describe recreational goals of community or county.

Inventory

- List of all existing public, semi-public, and private recreational facilities.
- Numbers of facilities
- Types of facilities
- Acreages
- List and describe current recreational programs of the sponsor, including summer recreation programs and programs during the school year.
- List existing handicap accessible facilities of the sponsor.
- Include city map with streets and city limits shown.
- Locate existing parks on map.
- Locate proposed parks on map.
- How do your recreational facilities and programs meet the needs of the persons in your jurisdiction, including:
 - Minorities
 - Middle age
 - Teens
 - School and pre-school children
 - Elderly
- Describe the greatest recreation problems and issues in the community.

Analysis

- Describe how existing facilities and programs serve the needs of the public.
- Describe existing recreation trends of the citizenry.
- Describe where citizenry presently goes for recreation.
- Seek public involvement in recommending recreational needs for the community.

Plan

- Describe the process of formulating the plan.
- Describe how the public was involved in the planning process.
- Describe the public recreation priorities and how they were established.
- Include public surveys, minutes of public meetings, minority involvement, etc.
- Describe land acquisition plans and priorities.
- Describe facility development plans and priorities.
- Describe recreation programming plans and priorities.
- How will the community officially adopt the recreation plan?
- Describe the methods for this plan's implementation.

Evaluation

- Evaluate how the recreation plan affects the recreational programming of the community.

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