

GRANT DEADLINE: 5:00 P.M. AUGUST 30, 2019

ARKANSAS DEPARTMENT OF  
PARKS AND TOURISM

2020  
Outdoor Recreation Matching  
Grant Application Guide

OUTDOOR RECREATION GRANTS PROGRAM



This guide is designed to assist you through the application process.  
All Outdoor Recreation Matching Grants are administered by the  
Arkansas Department of Parks and Tourism.

If you have questions please feel free to call or write us at:

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

# Table of Contents

## Chapter 1 Introduction

What is the Outdoor Recreation Matching Grant?.....	1
How Does the Outdoor Recreation Matching Grant Work?.....	1
Who is Eligible to receive an Outdoor Recreation Matching Grant?.....	1
What Kinds of Projects are Eligible for Funding?.....	2
How Much Funding is Available?.....	2
What May a Project Sponsor Use as Their Match?.....	2
How Do I Get Awarded a Grant?.....	2

## Chapter 2 Application Process

Site Visit.....	3
Public Meetings and Outreach.....	3
City Council or Quorum Court Resolution.....	3
How to Access and Submit Your Application.....	4
The Deficiency Period.....	4
Application Scoring (The Priority Rating System).....	4
Invitation to Committee Hearings.....	4
Project Photo Submittal.....	5
Committee Hearings.....	5
Important Dates to Remember.....	6

## Chapter 3 Application Materials

Application Checklist.....	8
Cover Sheet Example.....	9
Project Narrative Example.....	10-11
Project Cost Estimate Example.....	12
Fund Source Assurance Example.....	13
Resolution Example.....	14
Site Plan Example.....	15
Boundary Map Example.....	16
Required Materials.....	17-20
Optional to Receive PRS Points.....	21-22

## Appendices

A. SCORP Priorities.....	23-28
B. Public Meeting.....	29-30
C. Outreach.....	31
D. Land Acquisition Information.....	32-34
E. Information and Resources.....	35
F. Matching Grant Requirements.....	36-37
G. Priority Rating System.....	38-40

# Chapter 1

## Introduction

This application guide provides an overview of the Outdoor Recreation Matching Grant, eligibility, requirements, and documents necessary to complete your grant application. Also included are explanations of required forms, procedures, and processes related to your application, and the selection process for awarding grant funds to successful applicants. Please call our office and we'll try to answer any questions that you may have. Good luck!

### **What is the Outdoor Recreation Matching Grant?**

The Outdoor Recreation Matching Grant, is a reimbursable matching grant that is administered through the Arkansas Department of Parks and Tourism (ADPT). This grant provides financial assistance to applicants who wish to increase outdoor recreation opportunities in their community.

Funding for this grant is provided through a portion of the state Real Estate Transfer Tax. The Parks and Tourism Outdoor Recreation Grants Fund (A.C.A. § 19-5-1051) authorizes the Arkansas Department of Parks and Tourism to provide grants to cities and counties of this state for outdoor recreational purposes in accordance with the Statewide Comprehensive Outdoor Recreation Plan (A.C.A. § 15-12-103). These purposes include the acquisition of land as an outdoor recreational resource and the development of public outdoor recreation facilities.

### **How Does the Outdoor Recreation Matching Grant Work?**

An applicant who receives funding from the Outdoor Recreation Matching Grant may be reimbursed up to 50% of a project's allowable costs. When preparing an application, the applicant will estimate the total cost it will take to develop their proposed project. Once the total development cost is understood, the applicant will apply for funding that does not exceed one-half of the estimated total development costs. For example, if a project is estimated to cost \$100,00 to complete, the applicant will apply for \$50,000.

Applicants who are awarded a grant are called project sponsors. Project sponsors *do not* receive funds before development occurs; rather, project sponsors are responsible for bearing the initial costs of implementing the project. Project sponsors may be reimbursed 50% of all allowable expenses, up to the grant amount, after all or a portion of the grant project has been completed. The project sponsor may request reimbursement multiple times during the development phase, or wait until the project is completed and request the full reimbursement. *Please note that grant funding cannot be increased after it has been awarded. Project sponsors are not penalized for going over the estimated cost, but they will not receive any funding beyond the initial award.*

### **Who is Eligible to Receive an Outdoor Recreation Matching Grant?**

Funding assistance through the Outdoor Recreation Matching Grant is available to all incorporated municipalities and counties in Arkansas. Applications must be signed by the Chief Executive Officer – Mayor, City Manager, or County Judge – of the local government unit applying for assistance. While other interested groups, such as non-profits or advocacy groups, may provide donated funds, labor, or other assistance to the project, all expenses must be invoiced to, and paid by, the project sponsor to be eligible for reimbursement.

## What Kinds of Projects are Eligible for Funding?

All eligible projects fall into one of three categories:

Development	Development projects include the construction, renovation, replacement, etc. of eligible outdoor recreation facilities
Acquisition	Acquisition projects involve the acquisition, either through purchase, donation, or other legal means, of real estate to be used in direct support of public outdoor recreation and/or conservation
Combination	Combination projects include both the acquisition of real property and development of eligible outdoor recreation facilities

Generally speaking, any outdoor recreation site, facility, or permanently mounted equipment (e.g., basketball goals and soccer goals) that will be open to the public is eligible for funding. Enclosed facilities that are in direct support of public outdoor recreation (e.g., rest rooms and concession stands) are also eligible for funding. Community centers and facilities that do not directly support outdoor recreation are not eligible for funding. Programming, staffing, and other ongoing costs (such as routine maintenance) are likewise ineligible. Please consult with your Project Officer if you have any specific questions about eligibility of proposed facilities.

## How Much Funding is Available?

Applicants may request up to \$250,000 in grant funding. There is no minimum request for funding. It is important to remember that, as a reimbursable grant, the Outdoor Recreation Matching Grant is intended to fund only half of an applicant's total project cost. Therefore, a maximum request would be \$250,000 to develop a \$500,000 project.

## What May a Project Sponsor Use as Their Match?

Along with funds from the project sponsor's bank account(s), the project sponsor's match may come from materials purchased by the project sponsor, employee labor provided by the project sponsor, and the use of equipment owned by the project sponsor. Donated labor, services, equipment use, material, and/or the value of donated land acquired for the project may also be submitted as sponsor match. Please consult with your Project Officer if you have any specific questions about what may be used as project sponsor's match.

## How Do I Get Awarded a Grant?

Applicants must submit all Required Materials before the application deadline and have a sufficient Priority Rating System (PRS) score. Typically, the highest scoring applications will be invited to present their project in front of the Outdoor Recreation Grants Advisory Committee. The Committee will submit their funding recommendations to the ADPT Executive Director for approval. A detailed explanation of the application process is outlined in Chapter 2.

# Chapter 2

## Application Process

Now that you've familiarized yourself with the basics of the Outdoor Recreation Matching Grant, we'll look at the necessary steps for successfully completing and submitting your application.

### **Site Visit**

One of the first and most important steps in the application process is to schedule a site visit with the Project Officer assigned to your region. It is strongly recommended that the applicant's Chief Executive Officer – Mayor, City Manager, or County Judge – be present at this meeting. The site visit will provide an opportunity for the Project Officer to give feedback on the proposed grant project and for the applicant to ask questions about the Outdoor Recreation Matching Grant. Project Officers will provide feedback on placement of proposed facilities, development of barrier-free access, trends in public outdoor recreation, and types of projects that tend to be viewed favorably by the Outdoor Recreation Grants Advisory Committee.

*NOTE: It is to your advantage to have a preliminary site plan – even one that is hand-drawn – available at the site visit in order to earn extra points on the Priority Rating System. Your preliminary site plan will not be binding; see #1 on pages 21 and 38 for details.*

### **Public Meetings and Outreach**

Public meetings and outreach activities are great opportunities for the applicant to gather input from the community regarding their proposed project. Outreach activities will connect with persons who may not attend a public meeting. The public meeting will allow the applicant to receive comments in a formal setting. Ideally, both of these events will steer the applicant during the planning stage of the grant proposal. However, if the applicant already has a proposal in mind, it is acceptable to take this proposal to the public to gather feedback and gauge support. In either case, the applicant should take community sentiments into account throughout the planning stage of the application. These events may be held before or after the site visit.

*NOTE: For detailed information, see pages 29-31. To earn PRS points for outreach, see #5 on pages 21 and 38. To earn PRS points for public meetings, see #6 on pages 21 and 39.*

### **City Council or Quorum Court Resolution**

Each application must be accompanied by a City Council Resolution (for an application submitted by a municipality) or a Quorum Court Resolution (for an application submitted by a County). This resolution acknowledges the desire of the applicant to apply for the grant and provides assurance that the applicant's governing body, as well as Chief Executive Officer, understands the obligations of the grant and is willing to uphold those obligations.

*NOTE: Please include the wording contained in the example provided on page 14.*

## **How to Access and Submit Your Application**

There are several required materials and additional documents associated with the application. These materials and documents are listed on the Application Checklist which may be found on page 8. Fillable forms are available at [www.outdoorgrants.com](http://www.outdoorgrants.com); if you do not have access to the internet, please contact our office at (501) 682-1301 and we will mail you the required forms. Examples of required documents can be found on pages 9-16. Detailed explanations of all submittable items, both required and optional, can be found on pages 17-22. Applications must be submitted as a hard copy and postmarked no later than the last Friday in August. Additionally, please fax or email a copy of the cover sheet to your Project Officer so that they know the original application is on the way.

*NOTE: Please retain a separate copy of the application for your reference.*

## **The Deficiency Period**

Project Officers will begin reviewing applications immediately after the application deadline. Applicants will receive letters indicating any required documents that are incomplete, inaccurate, or found to be missing. Corrections to all deficiencies must be submitted before the deficiency period ends on the last Friday in September.

*NOTE: Failure to supply this required information may result in disqualification.*

## **Application Scoring (The Priority Rating System)**

During application review, Project Officers will simultaneously score the applications with a document known as the Priority Rating System. PRS points are given to applicants who provide evidence of completing optional tasks in addition to submitting Required Materials with the application. These optional tasks listed on the Application Checklist and explained on pages 21 and 22.

*NOTE: Optional elements associated with the PRS will NOT be accepted after the application deadline.*

## **Invitation to Committee Hearings**

After review and scoring is complete, applications will be organized by their PRS scores from highest to lowest. If grant funding is limited, staff will use this list to determine who will be invited to the Committee Hearings in October. Staff will invite as many applicants as possible, starting with the highest PRS scores, until the total amount of grant funds requested exceeds twice the amount of grant funds available. Any remaining applications will not be considered for funding.

For example, if the program has one million dollars in grant funds available, then two million dollars of requested funds will be invited to the hearing, regardless of how many individual applications that takes. Though it is not guaranteed, it is possible for all applicants to be invited to the Committee Hearings. For this to happen, the total amount of requested funds must be equal to or less than twice the amount of funding the program has available to grant.

Once the invitation list is complete, a letter will be sent to all applicants indicating either they are invited to the Committee Hearings or their application has fallen short of receiving the requisite PRS points necessary for consideration. A copy of the applicant's PRS score will be included with the letter.

*NOTE: The amount of funding available changes every funding cycle because it is based upon the State's yearly tax receipts. Staff will not know the amount of available funding during the application cycle, and therefore will be unable to say with certainty what the minimum number of PRS points required will be during any given cycle.*

### **Project Photo Submittal**

Once an applicant receives an invitation to the Committee Hearings, they will be asked to submit no more than 10 digital photographs of their proposed project site. These photographs will be added to a slide show prepared by Project Officers. This slide show will be projected during the applicants' presentations to the Committee. Pictures taken by the Project Officers will be shown in the event an applicant does not submit any photographs. However, applicants are strongly encouraged to submit their own photographs that ideally feature people using the site. These photographs may be taken at any time.

Applicants are asked to organize and number these photographs by their preferred order of appearance. Photos must be submitted to their Project Officer by the last Friday in September. Submission must be via email and photos must be in .jpeg format. *DO NOT send completed PowerPoint slides.* The Project Officer will insert these photos into the slide show and send the presentation to the applicant for review.

### **Committee Hearings**

Applicants invited to the Committee Hearings will present their project before the Governor-appointed Outdoor Recreation Grants Advisory Committee. The invitation letter to the Committee Hearings will include the date, location, and time that applicants are scheduled to present their projects. Any representative of the applicant may appear before the Committee but it is strongly encouraged that the Chief Executive Officer is present to answer any questions regarding funding and long-term maintenance.

Each applicant will be given five minutes to present their project. The presentation is limited to the presenter's voice and the pre-made slide show consisting of photographs taken by the applicant, their Project Officer, or a combination thereof. *Please do not bring additional props or presentation materials.*

The Committee's funding recommendations will be submitted to the ADPT Executive Director for approval. ADPT staff do not have the authority to release the committee's recommendations to the public prior to their approval.



# Important Dates to Remember

March	Outdoor Recreation Matching Grant Application Guide available
March-April	ADPT staff conduct application workshops
June 23	Deadline to advertise a public meeting for June 30th
June 30	Deadline to score maximum points for site visits
	Deadline to score maximum points for public meetings
	Deadline to score maximum points for outreach
Last Friday in August	DEADLINE TO SUBMIT APPLICATION
Last Friday in September	Deadline to correct application deficiencies
	Deadline to submit photos for Committee Hearings
October 25, 2019	Committee Hearings for Outdoor Recreation Matching Grants

# Chapter 3

## Application Materials

The following are brief explanations of what is required for an application to be eligible, and what is optional to earn Priority Ratings System points. Detailed explanations of all items can be found on the pages listed under each category.

You'll receive one PRS point for including a table of contents with your finished application. The Application Checklist on the next page has room for page numbers, and you may use this as a template for your table of contents with your application.

### **Required Materials**

Each applicant must submit all items that fall under the title "Required Materials". Applications will be marked as "deficient" if an applicant submits any of these items incorrectly or neglects to include any required item before the grant application deadline. These applicants will receive a letter outlining deficiencies in their application and have until the end of September to correct them. See pages 17-19 to review the Required Materials for All Matching Grant Applications.

### **Required for Acquisition and Combination**

If your proposal includes obtaining land for public outdoor recreation, you are required to submit several materials (in addition to those listed above) with your application. Not all forms of land acquisition will require the same documents. It is **HIGHLY RECOMMENDED** that you consult with your Project Officer immediately if your project involves land acquisition. See page 20 for details regarding Requirements for Acquisition and Combination Projects.

### **Optional to Receive PRS Points**

In the event total requested funding exceeds twice the amount of available funding, the Priority Ratings System (PRS) determines which applicants will be invited to the Committee Hearings to present their project to the Committee, so these optional PRS points are very important! The more points you score on the PRS, the better your chance of being invited to appear before the Committee for funding consideration.

Please note that any of the items listed on pages 21-22 under the heading Optional to Receive PRS Points that are not included with the original application submitted on or before the deadline will not receive PRS points.

# Application Checklist

## Required Materials

- \_\_\_\_\_ 1) Cover Sheet\*
- \_\_\_\_\_ 2) Project Narrative\*
- \_\_\_\_\_ 3) Project Cost Estimate\*
- \_\_\_\_\_ 4) Fund Source Assurance\*
- \_\_\_\_\_ 5) Resolution
- \_\_\_\_\_ 6) Proof of Land Control
- \_\_\_\_\_ 7) Site Location Map
- \_\_\_\_\_ 8) Site Layout Plan
- \_\_\_\_\_ 9) Project Boundary Map

## Required for Land Acquisition

- \_\_\_\_\_ 1) Commitment to Sell or Letter of Intent to Donate
- \_\_\_\_\_ 2) Commitment for Title Insurance
- \_\_\_\_\_ 3) Development Plan

## Optional to Receive PRS Points

- \_\_\_\_\_ 1) Date of Site Visit
- \_\_\_\_\_ 2) Site Layout Plan at Site Visit
- \_\_\_\_\_ 3) SCORP Priority Assessment
- \_\_\_\_\_ 4) Parks Committee
- \_\_\_\_\_ 5) Outreach
- \_\_\_\_\_ 6) Public Meeting
- \_\_\_\_\_ 7) Fund Source Assurance
- \_\_\_\_\_ 8) Improved Barrier Free Access
- \_\_\_\_\_ 9) Improved Play Equipment
- \_\_\_\_\_ 10) Use of Licensed Design Professional
- \_\_\_\_\_ 11) Advanced Site Plan
- \_\_\_\_\_ 12) Grant History
- \_\_\_\_\_ 13) Open Projects
- \_\_\_\_\_ 14) Table of Contents
- \_\_\_\_\_ 15) Deficiency-free Application

\* Indicates fillable forms available for download from [www.outdoorgrants.com](http://www.outdoorgrants.com) online. Items not marked with an asterisk do not have a downloadable form.

Local Government Matching Grant <b>Cover Sheet</b> Outdoor Recreation Grants Program Arkansas Department of Parks and Tourism	DATE RECEIVED -- FOR INTERNAL USE ONLY	
<b>1. APPLICANT INFORMATION</b>		
a. Name of Municipality or County <input style="width: 90%;" type="text" value="Sampleville"/>	b. Applicant Type <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> County	
c. Mailing Address <input style="width: 90%;" type="text" value="P.O. Box 1234"/>		
<b>2. APPLICATION PREPARER'S INFORMATION</b>		
a. Name <input style="width: 90%;" type="text" value="Jane Doe"/>	b. Mailing Address <input style="width: 90%;" type="text" value="P.O. Box 1234"/>	c. Phone Number <input style="width: 90%;" type="text" value="(123) 456-7890"/>
<b>3. PROJECT INFORMATION</b>		
a. Title of Project <input style="width: 90%;" type="text" value="Sampleville City Park walking trail, playground, and pavilion"/>		
b. Park(s) to be Developed and/or Acquired		
Park 1 Park Name <input style="width: 80%;" type="text" value="Sampleville City Park"/> Physical Address <input style="width: 95%;" type="text" value="123 Main St, Sampleville, AR 72960"/>		
Park 2 Park Name <input style="width: 80%;" type="text"/> Physical Address <input style="width: 95%;" type="text"/>		
Park 3 Park Name <input style="width: 80%;" type="text"/> Physical Address <input style="width: 95%;" type="text"/>		
<b>4. ESTIMATED FUNDING</b>		
NOTE: The amount requested must be equal or less than the applicant's match		
Amount Requested <input style="width: 90%;" type="text" value="\$ 100,000.00"/>	Applicant's Match <input style="width: 90%;" type="text" value="\$ 100,000.00"/>	Total Project Cost <input style="width: 90%;" type="text" value="\$ 200,000.00"/>
+      =		
<b>5. CHIEF EXECUTIVE OFFICER</b>		
a. Name <input style="width: 90%;" type="text" value="John T. Jones"/>	b. Title <input style="width: 90%;" type="text" value="Mayor"/>	
c. Phone Number <input style="width: 90%;" type="text" value="(123) 456-7890"/>	d. Email <input style="width: 90%;" type="text" value="samplevillemayor@email.com"/>	
e. Signature of Chief Executive Officer		
Signature _____	Date <span style="color: red;">06/01/2099</span> _____	

**EXAMPLE**

**EXAMPLE**

Local Government Matching Grant

### Project Narrative

Outdoor Recreation Grants Program  
Arkansas Department of Parks and Tourism

Applicant Name

City of Sampleville

#### 1. PROJECT DESCRIPTION

The city of Sampleville would like to improve the Sampleville City Park by installing a walking trail, a pavilion, an all-inclusive playground, a parking lot, and site amenities such as benches and trash receptacles. All of these items will be connected with accessible concrete sidewalks and an asphalt parking lot. The parking lot, pavilion, and playground will be located in the southern section of the park. The walking trail will wind in and out of the trees throughout the northern section of the park. The playground will be an all-inclusive design to accommodate users who are physically impaired. This will be the first all-inclusive playground in Sampleville. It is also worth noting that the Sampleville Booster Club has said they will donate \$50,000 cash toward this project. A statement from the Sampleville Booster Club has been attached to back of this application's Project Fund Source Assurance form.

#### 2. SCORP PRIORITIES

*Review pages 15-26 of the Arkansas SCORP and address at least one of the following priorities:*

a. Connectivity: Making connections to communities and facilities that are currently disconnected


b. Community: Fostering community interaction through projects that fit into the rhythms of everyday life

There currently aren't any pavilions close to the Sampleville City Park. Building a pavilion in this park will be a resource for birthday parties, family reunions, a farmers market, and more.


c. Innovation: Maximizing resources and creating new experiences by re-purposing neglected facilities


d. Accommodation: Adapting to changing demographics and recognizing marginalized populations

Sampleville has several residents who experience some form of physical impairment. An all-inclusive playground will allow those with a cane or those in a wheelchair to experience and enjoy the playground the same as someone without a physical impairment.


e. Stewardship: Preserving and re-purposing the built environment while conserving and protecting the natural one


EXAMPLE

EXAMPLE

Local Government Matching Grant <b>Project Narrative</b>	Applicant Name <input style="width: 100%;" type="text" value="City of Sampleville"/>
<b>3. NEED FOR ASSISTANCE</b>	
<input style="width: 100%; height: 15px;" type="text" value="Sampleville has set aside funding for park improvements, but cannot afford to pay the full price of this project. By receiving this grant, Sampleville"/>	
<input style="width: 100%; height: 15px;" type="text" value="will be able to complete this project without causing a financial hardship to the city."/>	
<input style="width: 100%; height: 15px;" type="text"/>	
<input style="width: 100%; height: 15px;" type="text"/>	
<input style="width: 100%; height: 15px;" type="text"/>	
<input style="width: 100%; height: 15px;" type="text"/>	
<b>4. BENEFITS EXPECTED</b>	
<input style="width: 100%; height: 15px;" type="text" value="There are currently residents who walk the city streets because the city does not have a walking trail. This walking trail will give those residents a"/>	
<input style="width: 100%; height: 15px;" type="text" value="safe place to walk. The all-inclusive playground will benefit all children, especially children and adults who experience a form of physical impairment"/>	
<input style="width: 100%; height: 15px;" type="text" value="This will be the first all-inclusive playground in a 30 minute radius of Sampleville. The pavilion can have multiple uses, including giving parents a place to"/>	
<input style="width: 100%; height: 15px;" type="text" value="sit and rest while they watch their children play on the playground."/>	
<input style="width: 100%; height: 15px;" type="text"/>	
<input style="width: 100%; height: 15px;" type="text"/>	
<b>5. AGREEMENTS</b>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    If yes, what kind of agreement? <input type="checkbox"/> Use <input type="checkbox"/> Lease    Other: <input style="width: 100px;" type="text" value="Maintenance"/>	
If yes, attach your agreement to this form and write a brief description:	
<input style="width: 100%; height: 15px;" type="text" value="The Sampleville Walking Club has agreed to pick up trash along the walking trail, if constructed."/>	
<input style="width: 100%; height: 15px;" type="text"/>	
<input style="width: 100%; height: 15px;" type="text"/>	
<input style="width: 100%; height: 15px;" type="text"/>	
<input style="width: 100%; height: 15px;" type="text"/>	
<b>6. COMPETITION</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, describe how your project will compete with private recreational developments in the area:	
<input style="width: 100%; height: 15px;" type="text" value="N/A"/>	
<input style="width: 100%; height: 15px;" type="text"/>	
<input style="width: 100%; height: 15px;" type="text"/>	
<input style="width: 100%; height: 15px;" type="text"/>	
<b>7. CHIEF EXECUTIVE OFFICER</b>	
a. Name <input style="width: 100%;" type="text" value="John T. Jones"/>	b. Title <input style="width: 100%;" type="text" value="Mayor"/>
c. Phone Number <input style="width: 100%;" type="text" value="(123) 456-7890"/>	d. Email <input style="width: 100%;" type="text" value="samplevillemayor@email.com"/>
e. Signature of Chief Executive Officer	
Signature _____	Date <span style="color: red;">06/01/2099</span> _____

EXAMPLE

EXAMPLE

### Project Cost Estimate

Applicant Name City of Sampleville Date 06/01/2099

A. Development Costs (listed in priority order)

<u>Pavilion</u>	\$ <u>20,000.00</u>
<u>Picnic Tables</u>	\$ <u>2,000.00</u>
<u>Trash Receptacles</u>	\$ <u>500.00</u>
<u>Benches</u>	\$ <u>1,500.00</u>
<u>Playground</u>	\$ <u>55,000.00</u>
<u>Asphalt Trail and Parking Lot</u>	\$ <u>100,000.00</u>
<u> </u>	\$ <u> </u>
<u> </u>	\$ <u> </u>
<u> </u>	\$ <u> </u>
<u> </u>	\$ <u> </u>
<u> </u>	\$ <u> </u>
Sub Total	\$ <u>179,000.00</u>

B. Estimated appraised value of property to be acquired (if applicable) \$ 0.00

C. Administration Fees (optional and maximum of 10% of total development costs) \$ 0.00

D. Architecture/Engineering Fees (optional and maximum of 12% of total development costs) \$ 21,000.00

Grand Total \$ 200,000.00

**EXAMPLE**

**EXAMPLE**

### Project Fund Source Assurance

**Show the source of your total project cost.**

Each category must be completed even if the item is \$0.00

**Cash**

**Includes:**

- A. Available funds
- B. City or county labor
- C. City or county equipment use
- D. Estimated value of donated land

\$ 150,000.00

**Donations**

**Includes:**

- A. Donated labor
- B. Donated materials
- C. Donated equipment use

\$ 50,000.00

**Total** \$ 200,000.00

**EXAMPLE**

**EXAMPLE**

06/01/2019

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date



RESOLUTION NO. 12-3456

WHEREAS, SAMPLEVILLE, 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 an Outdoor Recreation Matching Grant from the Arkansas Department of Parks and Tourism; 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 within the Outdoor Recreation Matching Grant Application Guide including, but not limited to the following; the park area defined by the project boundary map, submitted with the application, must remain in outdoor recreation use in perpetuity, regardless if the property is bought or developed with matching grant funds and; all future overhead utility lines within the project boundary must be placed underground and; the project area must remain open and available for use by the public at all reasonable 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 SAMPLEVILLE, 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.

Passed this 1st day of July, 2099.

APPROVED \_\_\_\_\_  
Mayor/County Judge                      Clerk

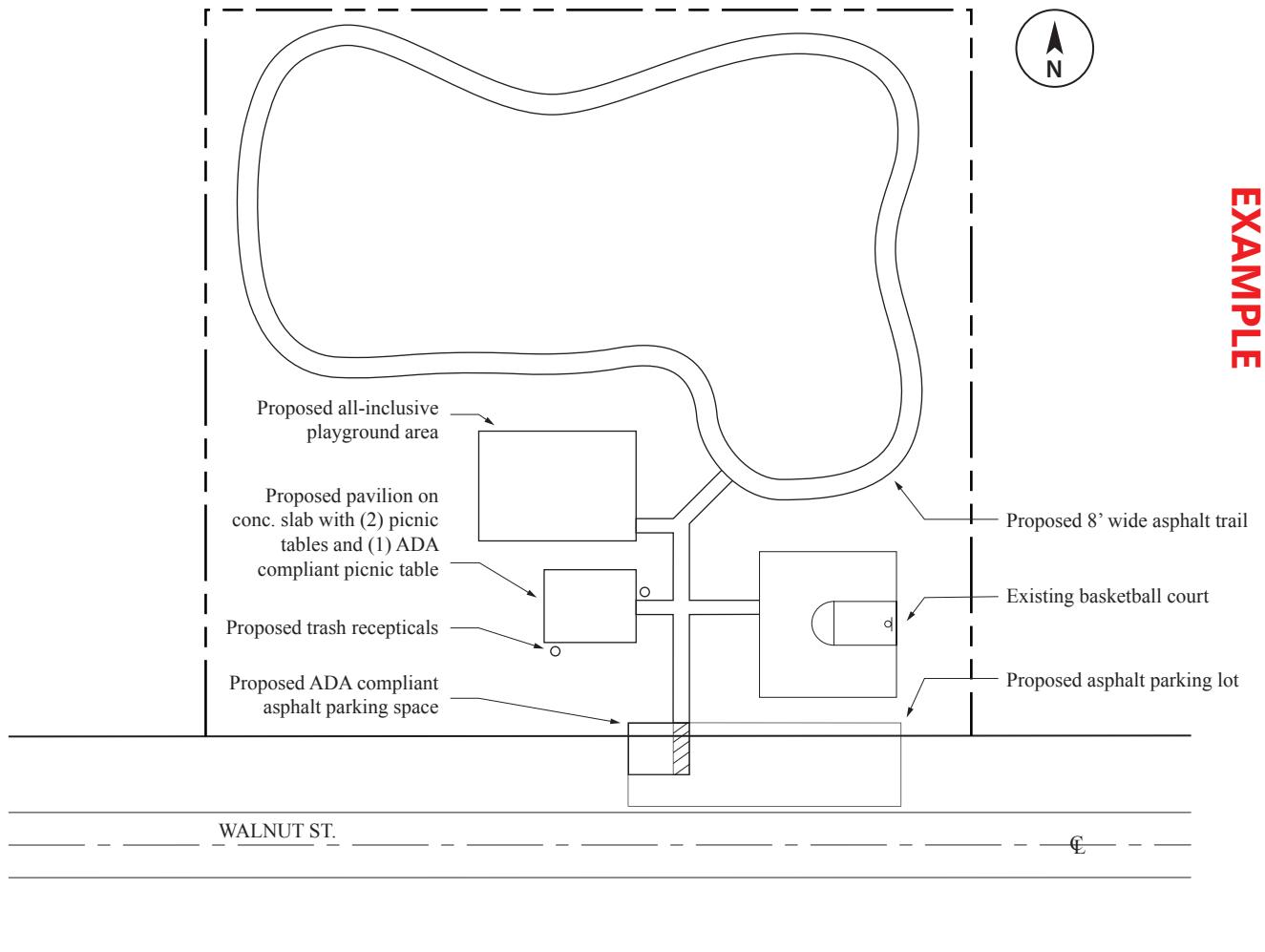
EXAMPLE

EXAMPLE

**SITE PLAN**  
**Sampleville City Park**  
Not to Scale      Date: March 1, 2099

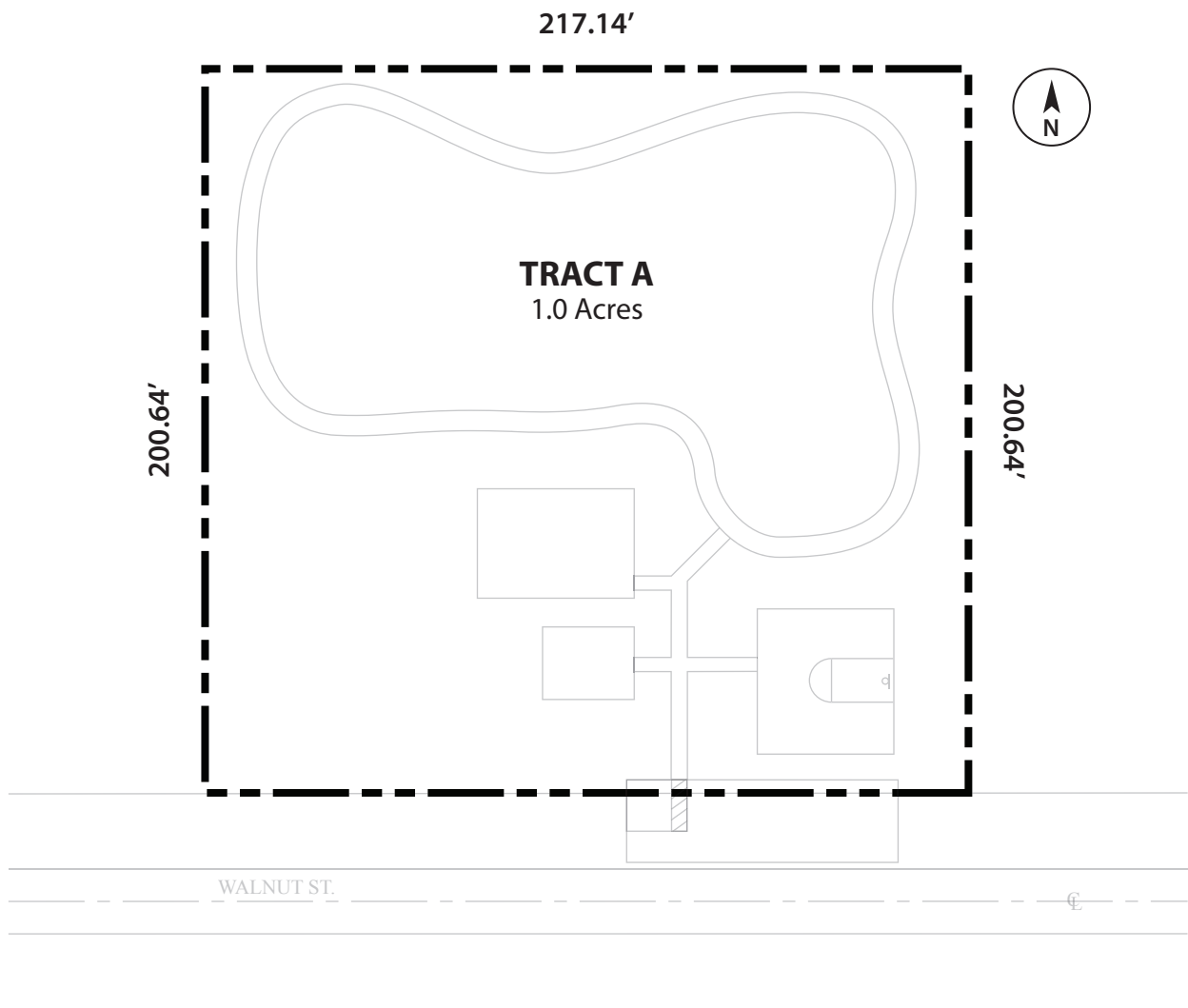
**EXAMPLE**

**EXAMPLE**



**PROJECT BOUNDARY MAP**  
**Sampleville City Park**  
Not to Scale      Date: March 1, 2099

**EXAMPLE**



**EXAMPLE**

## Required Materials

### 1. Cover Sheet

#### Applicant Information

The name and contact information of the municipality or county applying for the grant.

#### Applicant Preparer's Information

The name and contact information of the person who prepared the application.

#### Project Information

- a) Title of Project: A one-sentence description of proposed project.
- b) Parks to be Developed and or Acquired: A listing of all parks that are included for proposed grant funding.

#### Estimated Funding

Enter in the dollar amount of funding requested and applicant's match (funding requested must be equal to or less than applicant's match).

#### Chief Executive Officer

The name, contact information, and signature of the applicant's Chief Executive Officer (Mayor, County Judge, or City Manager).

### 2. Project Narrative

#### Project Description\*

Write a brief description of the proposed project. Include the name of the park, what elements will be incorporated if awarded the grant, and where the new elements will be located.

*\*For possible PRS points, see #8, #9, and #10 on page 39*

#### SCORP Priorities\*

Applicants are required to address at least one of the SCORP Priorities. Explain how your project aligns with the SCORP Priority as it is defined.

*\*For possible PRS points, see #3 on page 38*

#### Need for Assistance

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

#### Benefits Expected

Identify the following benefits to be derived from the proposed project:

- Those who use the facility
- How the facility will be used
- How it will benefit the public

#### Agreements

If the city or county currently has or intends to have an agreement with an organization that relates to the use of the proposed project's site, please indicate the type of agreement, enclose copies of all agreements, and write a brief description explaining the nature of the agreement. Please indicate if there are multiple use agreements for the park.

NOTE: Agreements include use of ball fields by a baseball/softball association, soccer association, school district, user groups, etc.

#### Competition

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

#### Chief Executive Officer

The name, contact information, and signature of the applicant's Chief Executive Officer (Mayor, County Judge, or City Manager).

## Required Materials

### 3. Project Cost Estimate

A form that includes a complete listing of all project elements and estimated costs for each. Do not include “contingency” as a line item. A Project Cost Estimate example may be found on page 12.

#### Section A

List all project elements and estimated costs in priority order.

#### Section B

If a project includes land acquisition, please include the property’s estimated value. Once a grant is awarded, the valuation of the property must be determined by a formal appraisal that adheres to the Uniform Standards for Professional Appraisal Practice (USPAP) or a Written Finding of Value if the estimated value is less than \$25,000. For more detailed information see pages 32-33.

**NOTE: Do not get a formal appraisal before a grant is awarded.**

#### Section C

Estimated cost for administrative fees. Administrative fees cannot exceed 10% of the total development cost as shown in Section A.

#### Section D

Estimated cost for any architectural and/or engineering fees. Architectural/engineering fees cannot exceed 12% of the total development cost as shown in Section A.

*NOTE: Fees related to administration, architecture, and engineering may be reimbursed only after commensurate development work has been completed on the project.*

### 4. Fund Source Assurance

A form that indicates the source(s) of applicant’s match.

\*  
For possible PRS points, see #7 on page 39

### 5. City Council/Quorum Court

#### **Resolution**

City council or quorum court resolution documenting support of the grant application. The applicant’s resolution must use the same wording as the example which may be found on page 14.

### 6. Proof of Land Control

#### Deed

Applications for development projects must include a deed of the proposed project site(s). Generally reversionary clauses or any other clouds in a land title that are inconsistent with public outdoor recreational use are not allowed.

Any applicant providing a deed other than a warranty deed may be required to provide a commitment for title insurance if a grant is awarded.

#### Notice of Intent to Sell

Applications for acquisition projects must include a signed intent to sell letter from the owner. All conditions outlined above will be in effect if a grant is awarded and the property is acquired.

#### Lease

Other than real property owned by the sponsor, only lands that are leased from a state or federal agency are eligible for grant funding. A copy of the lease (or other formal land use agreement) must be submitted with the grant application.

### 7. Site Location Map

A city or county map printed on an 8.5” x 11” sheet of paper clearly identifying the location of the proposed park site and all other parks within the applicant’s jurisdiction.

### 8. Site Layout Plan

A site layout plan of the park or area to be developed must be printed on an 8.5” x 11” sheet of paper showing and identifying site

## Required Materials

elements proposed for grant funding and existing site elements.

An example of a site layout plan may be found on page 15.

*\*For possible PRS points, see #2 on page 38 and #11 on page 39\*\**

### 9. Project Boundary Map

A map printed on an 8.5" x 11" sheet of paper showing the boundary lines of the proposed project site. If the proposed project will be in an existing park, the entire park should be included within the boundary map. Simply drawing boundaries around an individual facility is not acceptable.

An example of a boundary map may be found on page 16.

*Everything located within the defined boundary must remain in outdoor recreation use in perpetuity*

*NOTE: Project Boundary Map and Site Layout Plan may be combined if the boundary lines, proposed site elements, and existing site elements of the park are clearly identified*

## Required for Acquisition and Combination

### 1. Acquisition Method

#### Commitment to Sell

Projects which include the acquisition of land through fee-simple purchase must include a formal commitment to sell. This document must be signed by the seller and include if the purchase price has been determined.

#### Letter of Intent to Donate

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

#### Interim Plans for the Site

Include the current use(s) of the site, how the site can be used by the public until the development starts, and how long will this interim period last.

#### Site Plans

Include an 8.5" x 11" site plan indicating the proposed use areas of the property to be acquired. Examples of proposed use areas include playgrounds, picnic areas, ball field areas, etc. Include detailed plans if possible.

### 2. Title Insurance or Title Opinion

All applications for acquisition or combination projects must include a commitment for title insurance or a title opinion, which can be obtained from a title company.

### 3. Development Plan

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

#### Necessity

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

#### Future Development

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

## Optional to Receive PRS Points

The Priority Rating System (PRS) is used for scoring Outdoor Recreation Matching Grant applications. The items found within the PRS are not required for an application to be considered for funding. However, project sponsor with an application with a low score may not be invited to the Committee Hearings. Applications are scored once the application submittal period has ended.

NOTE: Application scores will not be amended after the application deadline.

### 1. Date of Site Visit

Applicants are encouraged to start the application process early. Those who schedule a site visit before July 1st will receive four points. Site visits schedule between July 1st and 31st will receive one point. Site visits scheduled after July 31st will receive zero points.

### 2. Site Layout Plan at Site Visit

A site layout plan shows the general design of the proposed grant project. It does not have to be drawn to scale or drawn by a professional. The site layout plan helps the Project Officer visualize the applicant's project. It is okay to make changes to the site layout plan during the application process.

To receive points, applicants must provide a site layout plan to their project officer at the time of their initial site visit. If a site layout plan is provided, applicants will receive points based on when their site visit was scheduled (See PRS #1, "Date of Site Visit").

### 3. SCORP Priority Assessment

The Statewide Comprehensive Outdoor Recreation Plan (SCORP) is a 5-year plan to improve outdoor recreation in Arkansas. Applicants who describe how their project meets more than one SCORP Priorities may receive one point for each priority met. Those who write responses for multiple Priorities are not guaranteed multiple points. All descriptions will be reviewed by Project Officers to ensure the written descriptions align with the SCORP Priority's definition.

### 4. Parks Committee

Applicants who have an active parks committee will receive two points on the PRS if they provide the following in their application:

#### List of Committee Members

If your city has a parks committee, please list the names of the appointed individuals and their terms of office. Please indicate if the individuals do not have terms of office.

#### Minutes of Park Committee Meetings

Include the minutes from committee meetings that have occurred within the past 12 months. If your parks committee has existed for less than 12 months, please include dated minutes from all meetings that have occurred since the committee's formation.

### 5. Outreach

Applicants may receive a maximum of six points on their PRS for Minority Outreach. Meetings held before July 1st are worth two points each. Minority outreach held on or after July 1st are worth one point each; see page 31 for details.

### 6. Public Meeting

Applicants will receive four points when their public meeting is held before July 1st. Public meetings held on or after July 1st are worth one point. Public meetings after July 31st are worth zero points; see pages 29-30 for details.

### 7. Fund Source Assurance

Applicants who indicate on their Project Fund Source Assurance that their match will be all or mostly cash will receive up to two points on their PRS; see page 13 for details.



## Optional to Receive PRS Points

### 8. Improved Barrier Free Access

Applicants that include, as a line item on their Project Cost Estimate, barrier free access to one or more existing facilities in their park(s), or currently have barrier free access to all existing facilities within all of their existing parks, will receive two points on the PRS.

### 9. Improved Play Equipment

Playground safety standards periodically change over the years. The CPSC (U.S. Consumer Product Safety Commission) has guidelines for playgrounds equipment. The CPSC and ADA (Americans with Disabilities Act) have standards for fall zones.

As a way to encourage the applicants to update the safety of their playgrounds, they will receive two points on their PRS for replacing non-compliant play equipment or bringing non-compliant playground fall zones into compliance with one or more of these standards.

### 10. Use of Licensed Professional

Applicants who include a letter, signed by their Chief Executive Officer, committing to using a licensed professional(s) in their project will receive four points on their PRS. This includes licensed design professionals, such as an architect or engineer, and licensed tradesman, such as a plumber or electrician.

The licensed professional(s) must be registered in the state of Arkansas.

### 11. Advanced Site Plan

Site plan(s) with your application that include the following will receive four points on the PRS:

1. All proposed facilities and developments for which funds are requested
2. All existing facilities and developments
3. Location of all existing overhead lines

4. Accommodations for persons with physical impairments including parking, walkways, ramps, bridges, etc.

The advanced site plan shall be of sufficient scale so that grant review staff can easily identify each proposed project element. An example can be found on page 15.

### 12. Grant History

Applicants who have not recently or who have never received a grant from our program may receive up to five points on their PRS. State fiscal years are used as a determining factor. Applicants may contact your Project Officer if this information is unknown.

### 13. Open Projects

Applicants will receive two points on their PRS if they do not currently have any unfinished projects that are funded by the Outdoor Recreation Grants Program.

### 14. Table of Contents

Applicants who include a table of contents with corresponding page numbers will receive two points on their PRS.

The “Application Checklist”, found on page 8 may be used as a template.

### 15. Deficiency-free Application

Applications will be reviewed by Project Officers. Those found to have no deficiencies will receive four points on the PRS. All documents listed under “Required Materials” and, if applicable, “Required for Land Acquisition”, must be included with the initial application’s submission. An application will be considered deficient if any of the required materials are not included with the initial submission or are inaccurate.

For an explanation of deficiencies, see the “Required Materials” paragraph on page 7.

# Appendix A

## 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 the Priorities listed on the following page.

The Arkansas Statewide Comprehensive Outdoor Recreation Plan sets forth these Priorities for the period of 2019 through 2023. Through consideration of key issues, public interest, natural resources, and existing facilities and management, leaders in the field of recreation see these Priorities as having the potential to build better and holistic outdoor recreation in the future.

The nature of a statewide plan inherently involves many stakeholders, with varying missions, resources, and public needs to serve. The overall status of outdoor recreation will be improved in a holistic way when each agency, municipality or other stakeholder can make use of appropriate portions the SCORP document or Priorities to strengthen their work in developing and maintaining parks for public use.

## Priority 1: **Connectivity**

### *Making connections to communities and facilities that currently are disconnected*

The first SCORP Priority is “Connectivity.” Once again, recreation providers can meet this priority in any number of ways, and in ways that are most appropriate and feasible for their city, county, or constituency. The idea of connectivity in public outdoor recreation is the same as the idea of connectivity generally: it’s the notion that an interconnected web of public outdoor recreation opportunities is better than isolated facilities.

Connective trails are one of the most common examples of connectivity in public outdoor recreation. Walking is ranked #1 among all recreation activities, and has held a top position in every Arkansas SCORP. It should also be noted that walking is the activity that cuts across all demographic categories to a greater degree than any other. And while people still enjoy going to the park and walking around a track or through the woods on a winding paved trail, more and more Arkansans are saying they enjoy trails that take them from point A to point B, and beyond. If a walking trail begins in one park and ends in another, or winds its way through town and provides the walker with access to other recreational facilities or public spaces, then that project will have met the Connectivity Priority.

And while connecting you community is a fine goal to have, there’s no reason to stop there! Perhaps your city is near the route of a larger, longer trail system; if so, the connection of your local trail system to the wider world may encourage exploration by locals, and perhaps a lengthy and profitable visit from adventurous folks from elsewhere.

For those far removed from such thoroughfares, a connective trail might provide access to the scenic countryside outside of town. In bucolic

rural Arkansas, a little trail to “nowhere” might well be a trail to somewhere...a somewhere an adventurous child could explore, or a long-time resident may have never frequented otherwise. Any connectivity—no matter the locations connected—is a tie that binds a community one to another, individual with group, group with nature, and one to all. In a connected community, the journey truly counts as much as the destination.

While a simple idea, large connective trails can be very expensive to design and implement, and they are by no means the only way to meet this Priority. Merely connecting disparate facilities within a single park—via walking trail or wheelchair-accessible pathways, for example—is a step toward greater connectivity.

#### ***Ideas for Connections***

- *Connecting parks to each other*
- *Connecting the community to the greater city*
- *Connecting the city to the greater region*
- *Connecting existing facilities with accessible sidewalks*
- *Use existing connections*
- *Use right-of-ways from abandoned railroads*

## Priority 2: Community

### *Fostering community interaction through projects that fit into the rhythms of everyday life*

Many survey respondents expressed a desire for community-centered projects, leading SCORP staff to include “Community” as a SCORP Priority.

Almost any project that fosters community interaction more or less through happenstance—rather than through purposeful association, as with, e.g., sports leagues—will be in keeping with the Community Priority. While not a requirement of this priority, projects that focus on a town or city’s downtown area are especially appropriate.

Examples of such projects are downtown pavilions, which might be used to host community-centered activities, like farmers markets, community gardens, community-centered activities, or design “pocket parks”, wherein small open spaces in urban cores (often an abandoned lot) are converted into small green spaces for resting, visiting, eating, or impromptu gatherings of friends and family.

#### *Programming*

Along with providing appropriate spaces for community-centered projects, it is also important to have these spaces properly programmed. In one sense, “programming” is very similar to “design”. However, programming goes beyond “design” in that it takes into consideration the many external factors that can make or break a park’s success.

While having a park for its own sake is not necessarily a bad thing, it’s a much better thing to design a community space with a mind toward its possible planned uses. Will this space lend itself to picnicking? Lunch breaks for downtown workers? Or perhaps something more elaborate, such as impromptu jam sessions on a Saturday night, or a free movie screening hosted by the local library or church or Rotary Club. While the best-laid plans of planners and providers sometimes go awry, a

properly programmed park will have a much better chance at becoming a valued and cherished community space for years to come.

Along with the process of planning your outdoor community space to foster the kinds of activities most likely to engage your local populace, it’s important to provide the opportunity for the community members to take ownership of those spaces and find new and interesting ways to take advantage of their park. To that end, planners might want to initiate inclusive activities within that new community space. Invite local experts or hobbyists to provide free, community-wide workshops. Local gardeners, beekeepers, craftspersons...each community has a hidden expert or two, many of whom are more than happy to share their passion. Planning your project for a productive use of your community space will help ensure its success as a community hub.

The Community Priority lends itself to imagination, and can be employed in both large and small projects. At its core, this Priority is about providing outdoor recreation spaces within the context of everyday life.

#### ***Don’t forget about trails!***

Trails, especially those that connect community spaces (parks, neighborhoods, downtowns), encourage a slower, friendlier, more interactive daily routine for everyone.

*Voila!* Community!

## Priority 3: Innovation

### *Maximizing resources and creating new experiences by re-purposing neglected facilities*

Along with the survey distributed to the users of Arkansas's public outdoor recreation resources, SCORP staff disseminated a similar survey to professionals who provide and maintain public outdoor recreation opportunities and facilities. These recreation providers expressed a desire and a need to keep up with current recreation trends in the face of budgetary constraints and lack of resources (see Appendix D). This led to the inclusion of "Innovation" as a Priority.

As the word implies, projects that are in keeping with the Innovation Priority will be ones that seek to revitalize, reinvigorate, or even reinvent public outdoor recreation opportunities in their communities. Innovation may apply to physical structures, vacant urban areas, or possibly somewhere in between.

Innovation might also be reflected in a new and interesting way to utilize a neglected recreation space, or re-purpose outdated or out-of-favor facilities. Perhaps a disused tennis court is converted to a pickleball court, or an outdated baseball field is converted to a community garden space.

Along with providing citizens with new and interesting opportunities in their shared outdoor spaces, innovative re-purposing of existing facilities can help cash-strapped communities revitalize public outdoor recreation while practicing fiscal restraint.

When it is feasible to use existing superstructures or other professional-grade facility components, it becomes easier to involve the community in the execution of an innovative project. When the work of professionals has already been done, laypersons can provide the labor necessary to re-stripe that tennis court and string that pickleball net; a baseball field no longer in use is still a professionally graded and leveled space ideal for the construction of simple raised plots.

Under the direction of an innovative and creative parks professional, a community workday can result in a new, vibrant facility more in keeping with the wishes of a modern, changing populace.

As with the innovative spirit itself, the ways to implement the Innovation Priority are practically limitless.

#### ***Think outside the box!***

Yes, even this box! Opportunities to make new forms of outdoor recreation lie around every corner. Talk with your community and see what they have to say.

You'll be surprised with the ideas that they come up with!

## Priority 4: Accommodation

### *Adapting to changing demographics and recognizing marginalized populations*

All recreation providers want their parks to be accommodating to all users; no worthy provider would intentionally exclude any person or user group from a communal space. As such, it might seem unnecessary to include Accommodation as a SCORP Priority. Based on survey responses, however, we feel this Priority is an important one.

Accommodation means much more than the bare minimum of including a sidewalk and wheelchair ramp, making a previously inaccessible area accessible. While it may be true that most parks could use a few upgrades for wheelchair access, there are demographics beyond the physically impaired that experience barriers to outdoor recreation. This Priority encourages providers to look—really *look*—at their communities, and make an honest assessment of the services provided by their public spaces and facilities.

*Are the demographics of the town changing?*

*Are there new faces and groups moving into the community?*

*Are accessible ramps truly accommodating those with limited mobility?*

Similar to the previous Priority, Innovation, the Accommodation Priority challenges outdoor recreation providers to find creative solutions to overcome existing barriers.

Meeting this Priority might be as simple as providing an opportunity tailored to a new or growing demographic within the larger community. This could be establishing soccer

fields in a community that has recently seen a growth in its Hispanic population, or including benches and shade structures along a walking trail commonly frequented by senior citizens.

It might also mean intertwining wheelchair-accessible infrastructure to where it runs alongside existing play structure. This would open up the play area to allow children in wheelchairs, parents with physical impairments, and even grandparents with limited mobility to be right alongside other scampering youngsters.

At the end of the day, meeting this Priority will mean adapting to changes in daily life, practicing empathy for the whole community, and taking great pains to truly learn each and every group within the community, and what Accommodation means to them.

#### **Other Questions to Consider**

- What are some ways you can make the existing infrastructure of your parks more accommodating?
- Are your parks engaging those with physical impairments, or just meeting the minimum requirements?

## Priority 5: Stewardship

### *Preserving and re-purposing the built environment while conserving and protecting the natural one*

While change is good, the wheel doesn't always need to be reinvented, and that is why "Stewardship" is the last, but not least, SCORP Priority. Along with their desire to meet changing demographics and public interest with new and interesting facilities, public recreation providers expressed the need to care for and maintain the existing facilities the locals already use and enjoy. To meet the Stewardship priority means preserving and conserving all of the public resources in one's care, both man-made and natural.

#### *The Built Environment*

Meeting the Stewardship Priority might mean renovating an existing outdoor recreation facility to improve safety, to increase accessibility for the disabled, or just to enhance the aesthetics and appeal of an old-but-loved park feature.

At the heart of this priority are the tried-and-true Arkansas values of thrift and ingenuity. While there's nothing wrong with a brand-new facility, there's also nothing quite like an old, sturdy facility—maybe a little worse for wear, but still strong and full of memories—being given a new lease on life through a little bit of imagination and elbow grease. The result is a newly-viable piece of the local park at half the cost and with twice the emotional investment.

#### *The Natural Environment*

Though it's important to care for and preserve our material past, it's also imperative that public recreation providers protect our rapidly-disappearing natural environment. Nature preserves are not only the purview of state and federal governments, and they need not be huge, grand swaths of wildlands; acquiring a few acres of old trees in the middle of town is an act of Stewardship, as is restoring a streambank that runs through a neighborhood. Not all parks need pavilions and playgrounds; sometimes what a community needs is a nice big tree under which to sit, and babbling brook in which to wade. Stewardship means caring for all that we have, and claiming as much as possible for the enjoyment of all citizens.

Stewardship does not apply only to structures; it can also be understood as "conservation". Projects that place an emphasis on wildlife or habitat conservation will be in keeping with the Stewardship Priority, as will projects that entail environmentally-friendly elements such as native-plant landscaping or renewable-resource utilization (such as installing solar panels in restroom or concession facilities), or controlling flooding and runoff in public outdoor recreation areas through rain gardens or other ecologically-sound mitigation strategies.

#### *Interpretation*

Stewardship of both the built and natural environment is enhanced through interpretation. Without the context of interpretation, the public may not be aware of a structure's importance. Is the refurbished pavilion the site of an important local event? A sign or a plaque will enhance the public's enjoyment of that facility and may inspire more citizens to take personal responsibility for its preservation and protection.

Conservation areas are likewise enhanced through interpretation. To a screen-addled youngster, a forested area might be nothing more than a bunch of trees and briars. But with a cleared understory, a simple path, and interpretive signs providing some guidance—what kind of tree, what critters might be hiding in its boughs, the local significance of this patch of woods—that batch of trees becomes an adventure, rewarding the curious person, young or old, who makes the journey with their imagination on and their phone turned off.

When considering safety, interpretive programs and guided walks can ease concerned users by providing an informative and enjoyable way to explore the area, all while enhancing one's experience.

Interpretation can take an innovative form, as well. QR-codes or proximity beacons can be applied to the signs adorning trees or the plaques affixed to statues or structures, allowing tech-savvy visitors to be whisked away to a land of living trees and talking stone, all while safely ensconced in their neighborhood park.

# Appendix B

## Public Meeting

A public meeting is required for each grant cycle and minutes from this meeting must be submitted with the application. Applicants are required to advertise, and to invite ethnic minorities, persons with disabilities, senior citizens, and special interest groups to attend. The purpose of a public meeting is to provide local citizens the opportunity to identify and list local recreation development priorities, and resolve the components of the application to be submitted as part of the application.

*The public meeting is intended to allow citizens to provide input in the planning process. Do not prepare and present the application and present it at the public meeting for approval.*

### **HOW TO HOLD A PUBLIC MEETING**

The public meeting should be held at a time and place convenient for the majority of the community. A Public Notice about the meeting must appear in a newspaper of greatest local circulation at least seven calendar days in advance of the date of the public meeting. The notice must include the wording contained in the example shown on page 30. Notices posted in public places may be used instead of newspaper publication if local officials believe that this method will result in a better turnout for a meeting. If this method is used, the applicant must post notices throughout the community at least seven calendar days in advance of the date of the public meeting.

Documentation of the public meeting must be submitted with the application and include the following items:

1. Minutes of the meeting. Minutes should include statements and suggestions from the general public expressing local needs and priorities. Statements of landowners adjacent to the park should be included when applicable.
2. Registration/sign-in sheet. Sheet must indicate the name, address, and, if applicable, organizational affiliation of those attending.
3. Proof of publication from newspaper. If applicant chooses to advertise the public meeting in the local newspaper, proof of publication 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 public notices are used instead of newspaper publication, applicant must post public meeting notices in the community at least seven calendar days in advance of the date of the public meeting. A list of where the notices were posted and the dates the notices were posted, signed by the applicant's Chief Executive Officer, must be included with the application.

**Public meeting must be held before July 1st to receive points in the Priority Rating System.**



*Please use the announcement below as a guide for the public notice to be placed in the local newspaper or printed notices posted in public places:*

## **PUBLIC MEETING INVITATION**

The City of Anytown invites its citizens and other interested persons to a public meeting in City Hall, 200 Second Street, Anytown, Arkansas, on Tuesday, June 25, 2019 at 6:30 p.m. The purpose of the meeting is to identify potential outdoor park and recreation needs and priorities. Following the identification process, city officials will select those priorities to be submitted to the Arkansas Department of Parks and Tourism for a Outdoor Recreation Matching Grant application. **Ethnic minorities, persons with disabilities, senior citizens, and special interest groups are encouraged to attend and participate.** For those unable to attend the meeting, you may phone 501-555-5555. Written comments may be submitted to City of Anytown, P.O. Box 555, Anytown, AR 75555.

# Appendix C

## Outreach

Applicants are strongly encouraged to conduct outreach prior to their mandatory public meeting. Outreach may include meetings, scheduled visits, advertisement on social media, radio or television broadcast, etc. Applicants are encouraged to reach out to ethnic minorities, persons with disabilities, senior citizens, and any other group that may be under-served.

Please include evidence of your outreach activities with your application. Examples may include:

1. Name of group contacted
2. Date of contact or meeting
3. Sign-in or registration sheet
4. Minutes or notes of input received
5. Screen shot(s) of input from social media
6. Written statement from applicant's chief executive certifying media broadcast

Outreach activities should be structured in a way that the applicant can reasonably expect to receive the greatest involvement within their community.

# Appendix D

## Land Acquisition Information

There are three types of acquisition projects:

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

Applicants who intend to acquire land by purchase or donation should not take title or begin construction until a state contract authorizing Outdoor Recreation Matching Grant funding for the acquisition is completed. Unless applicant has otherwise requested and received approval from ADPT, lands acquired prior to the date of a signed contract will not be eligible for grant assistance or use as local matching.

### **Property Eligible for Acquisition**

Acquisition of recreation lands and waters to establishment a new park, additions to existing parks, conservation areas, and other property dedicated to outdoor recreation are eligible for grant assistance.

### **Methods of Acquisition**

There are several ways of acquiring lands and/or waters for outdoor recreation purposes. In Arkansas, the most prevalent are negotiated purchases or donations resulting in fee simple titles.

1. To be eligible for Outdoor Recreation Matching Grant Program assistance, donated property must be in private ownership, not public ownership, at the time of acquisition.
2. A formal appraisal that conforms with the Uniform Standards of Professional Appraisal Practice (USPAP) is required for all acquisitions with a value of \$25,000 or more. A written finding of value from a local real estate appraiser or lending institution is required for acquisitions with a value less than \$25,000. The formal appraisal or written finding of value shall be submitted after grant award.
3. To be eligible for Outdoor Recreation Matching Grant Program assistance, purchase agreements and contracts cannot contain reversionary clauses.
4. Applications for projects which involve the purchase of property will be required to submit a Commitment for Title Insurance and a Title Opinion.
5. Title to the land may not be taken until after grant award unless applicant has received prior approval from ADPT.
6. If the grant project includes land acquisition in the Project Budget, the appraised value of property may be used as a portion or all of the project sponsor's match. Successful applications involving land acquisition will be required to submit an appraisal after grant approval.

### **Formal Appraisal**

A Formal Appraisal is required if a grant is awarded for a project that includes acquisition of property through private donation, or for fee purchase of property with an anticipated value of \$25,000 or more. The appraisal must comply with the Uniform Standards of Professional Appraisal Practice (USPAP) <http://www.uspap.org>. The cost of the appraisal is a reimbursable project cost.

*NOTE: Project sponsor should not obtain an appraisal of the property prior to receiving a grant award.*

### **Written Finding of Value**

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

### **Acquisition for Delayed Development**

Grant assistance may be available to acquire property for which future development of outdoor recreation facilities is planned. 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, please contact your Project Officer to discuss prior to completing the application.

During the period of time between acquisition and development, the property must be open to public recreation purposes for which the land is suitable 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**

All applications for acquisition or combination projects must include a commitment for title insurance. This will protect the applicant from title risks such as search errors, claims by missing heirs or ex-spouses, forged signatures in the chain of title and many other title problems that could otherwise go undetected. An owner's title insurance policy in the name of the Project Sponsor will be required before closing.

### **Formal Option to Purchase/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 signed by both parties, and 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.

## 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 minimum, the following:

1. **Necessity** An explanation of why the immediate acquisition of the property is necessary and the reason that the property cannot be developed at this time.
2. **Long-Range Development Proposals** Indicate facilities and site elements that are proposed for development on this site including estimated completion dates for each development. Provisions for public access are required for all projects including conservation sites.
3. **Interim Plans for the Site** Indicate current and short-term use of the site.
4. **Site Plans** Indicate facilities and site elements that are proposed for development on this site including estimated dates and funding source(s) for each development.

# Appendix E

## Information and Resources

### Outdoor Recreation Grants Program

- John Beneke, Director  
Outdoor Recreation Grants Program  
1 Capitol Mall  
Little Rock, Arkansas 72201  
phone: (501) 682-1301  
john.beneke@arkansas.gov
- Matt McNair, Project Officer  
Outdoor Recreation Grants Program  
1 Capitol Mall  
Little Rock, Arkansas 72201  
phone: (501) 682-1227  
matt.mcnaair@arkansas.gov
- Mike Sprague, Project Officer  
Outdoor Recreation Grants Program  
1 Capitol Mall  
Little Rock, Arkansas 72201  
phone: (501) 682-6946  
michael.sprague@arkansas.gov
- Zach Foster, Project Officer  
Outdoor Recreation Grants Program  
1 Capitol Mall  
Little Rock, Arkansas 72201  
phone: (501) 682-6947  
zach.foster@arkansas.gov

### State and Federal Agencies

- **Arkansas Game and Fish Commission**  
2 Natural Resources Dr.  
Little Rock, AR 72205  
phone: (501) 223-6300  
www.agfc.com
- **Arkansas Geological Survey**  
3815 West Roosevelt Road  
Little Rock, AR 72204  
phone: (501) 296-1877  
www.geology.ar.gov
- **Arkansas Natural Heritage Commission**  
1100 North Street  
Little Rock, Arkansas 72201  
phone: (501) 324-9619  
www.naturalheritage.com
- **U of A Cooperative Extension Service**  
2301 S. University Avenue  
Little Rock, AR 72204  
Phone: (501) 492-3309  
www.uaex.edu
- **Natural Resources Conservation Service**  
Federal Building, Room 3416  
700 W. Capitol Ave.  
Little Rock, AR 72201  
phone: (501) 301-3100  
www.nrcs.usda.gov/wps/portal/nrcs/site/ar/home

# Appendix F

## Matching Grant Requirements

If you receive an Outdoor Recreation Matching Grant, you must adhere to the following requirements. The following are requirements for recipients Outdoor Recreation Matching Grants:

1. Property acquired or developed with grant funds must be retained in perpetuity for outdoor recreation use and will be subject to inspection by Department of Parks and Tourism staff at least once every five years. In addition, each project will be inspected during construction and before final reimbursement is made.
2. 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 provisions contained within this guide.
3. Properties (parks and recreation areas) acquired or developed with Outdoor Recreation Matching Grant assistance may not be used for any purpose other than public outdoor recreation. Any property acquired or developed with Outdoor Recreation Matching Grant assistance that is converted to any non-outdoor recreation use must be replaced by the project sponsor with lands of equal or greater real estate value and recreation usefulness.
4. Outdoor Recreation Matching Grant-funded facilities must be accessible to persons with disabilities.
5. Property acquired and/or developed with Outdoor Recreation Matching Grant funding assistance 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.
6. Property acquired or developed with Outdoor Recreation Matching Grant funding assistance shall be maintained to be safe and accessible to the public. Site improvements shall be kept in reasonable repair. Facilities that have reached an age that renders them obsolete or worn out may be removed.
7. 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.
8. Participants may impose reasonable limits on the type and extent of use of areas and facilities acquired or developed with Outdoor Recreation Matching Grant assistance when such a limitation is necessary for maintenance or preservation. Limitations may be imposed on the type of users (e.g. hunters, four-wheelers, etc.).
9. Overhead utility lines are discouraged within the project boundary. Existing overhead utility lines located within the park boundaries and all future overhead lines must be placed underground if possible. This applies to any overhead lines including electric lines, phone lines, etc. The cost of burying overhead lines may be included in an Outdoor Recreation Matching Grant application.

10. A permanent sign indicating that Outdoor Recreation Matching Grant funds were used to acquire and/or develop public outdoor recreation facilities must be maintained within the park. The Arkansas Department of Parks and Tourism will provide the grantee a small sign to be mounted in a prominent location within the park.
11. Arkansas Department of Parks and Tourism staff will conduct periodic post-completion inspections of the project area to ensure program compliance after the project is completed. Project sponsors who fail to maintain the grant-assisted site for public use may jeopardize future eligibility for Outdoor Recreation Matching Grant funds.



# Appendix G

## Priority Rating System

Applications are scored using a Priority Rating System (PRS) and ranked from the highest to the lowest scores. Please see page 3 of this application guide for more detailed information on how the Priority Rating System may affect your grant application.

### 1. Date of Site Visit

Scheduled a site visit with their Project Officer:

Before July 1	4
Between July 1 and July 31	1
After July 31	0

### 2. Site Visit Included Site Layout Plan

Applicant provided their Project Officer with a site layout plan during scheduled site visit:

Before July 1	4
Between July 1 and July 31	1
After July 31	0

### 3. SCORP Priority Assessment

Connectivity	1
Community	1
Innovation	1
Accommodation	1
Stewardship	1

*max: 5pts*

### 4. Parks Committee

Applicant has provided evidence of an active parks committee:

Yes	2
No	0

### 5. Outreach

Documented outreach:

Before July 1 (per activity or meeting):	2
On or after July 1(per activity or meeting):	1

*max: 6pts*

## 6. Public Meetings

Conducted the required public meeting according to standards contained within the Outdoor Recreation Matching Grant Application Guide: *NOTE: standards are outlined on pages 29-30*

Before July 1	4
Between July 1 and July 31	1
After July 31	0

## 7. Fund Source Assurance

Application's Project Fund Source Assurance reflects that the grant's match will be:

All cash (available funds, city or county labor, equipment use, and/or estimated value of donated land)	2
Mostly cash (available funds, city or county labor, equipment use, and/or estimated value of donated land)	1
Mostly donated labor, materials, and/or equipment use	0

*select one option only*

## 8. Improved Barrier Free Access

Project will construct barrier free access to existing facilities within one or more parks; or, applicant currently has barrier free access to all existing facilities within all existing parks within their jurisdiction:

Yes	2
No	0

## 9. Improved Play Equipment

Replaces play equipment with new equipment that complies with CPSC guidelines; or,  
Brings existing playground fall zones into compliance with ADA and CPSC guidelines; or,  
All existing playground in the community comply with ADA and CPSC guidelines.

Yes	2
No	0

## 10. Use of Licensed Professional

Provided a certification by the Chief Executive Officer certifying they will use a licensed design professional (i.e., architect or engineer) to develop construction documents and/or will use a licensed professional tradesman (i.e., contractor, electrician, etc.) to construct project facilities:

Yes	4
No	0

## 11. Advanced Site Plan

At the time of the application's submittal, applicant's site plan is proportionally accurate, shows park boundary lines, locates existing facilities, indicates proposed facilities, and shows barrier-free access to both existing and proposed facilities:

Yes	4
No	0

## 12. Grant History

Applicant has not received a Outdoor Recreation Matching Grant in the past:

Never	5
21 years or more	3
11-20 years	1
10 years or less	0

## 13. Open Projects

Applicant does not currently have any open Outdoor Recreation Matching Grant funded projects

Yes	2
No	0

## 14. Table of Contents

Application includes a table of contents with corresponding page numbers:

Yes	2
No	0

## 15. Deficiency-free Application

Application's "Required Materials" were submitted without any deficiencies:

Yes	4
No	0