



**DEPARTMENT OF
PARKS & TOURISM**

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Little Rock, AR 72201
501-682-7777

Central Administration
Division
501-682-2039

Great River Road Division
870-295-2005
Arkansas.com

Human Resources Section
501-682-7742 (TDD)

Keep Arkansas
Beautiful Division
501-682-3507 (TDD)
KeepArkansasBeautiful.com

State Parks Division
501-682-1191 (TDD)
ArkansasStateParks.com

Tourism Division
501-682-7777 (TDD)
Arkansas.com

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**AN EQUAL
OPPORTUNITY/
AFFIRMATIVE ACTION/
AMERICANS WITH
DISABILITIES ACT
EMPLOYER**

Arkansas

THE NATURAL STATE

December 6, 2017

The Honorable Harold Perrin
Mayor of Jonesboro
300 South Church St
Jonesboro, Arkansas 72401

RE: FY 2018 Matching Grant Project
Craighead Forest Pump-Track
Project Number A-10751-18-CG

Dear Mayor Perrin:

As a recipient of a Fiscal Year 2018 Matching Grant Award in the amount of \$98,965.00, the first step in moving forward will be the Project Management Workshop. This workshop should be scheduled at your earliest convenience and must take place before you can begin any work on your project. We require that the person who will handle paper work, prepare bid documents, purchase materials, and supervise the construction for this project attend this meeting. You or a representative from your office and the Project Engineer or Architect if applicable should also attend this meeting.

During the workshop, we will discuss federal and state regulations for barrier free access, bidding and purchasing procedures, record keeping, reimbursement procedures, and responsibilities after the project has been completed. Please prepare the following items for the meeting:

- (1) Project Budget (Revised if needed) Enclosed is a form for your use.
- (2) Site development plan including any revisions that have been made since your application.
- (3) It will be helpful to have complete plans and specifications that are ready for bid. If the City is unclear on our requirements, we will discuss them at the workshop.

After the Project Management meeting, I will review your plans and specifications as well as bid documentation and advertisements. If everything is in order, I will mail a State Contract Agreement for you to sign. After you sign the Contract and return it, the Executive Director of the Department of Parks and Tourism will sign it and return it to you along with an Official Notice To Proceed.

PLEASE NOTE: Any expenses associated with this grant project that are incurred prior to the official Notice-To-Proceed will not be eligible for reimbursement, except for architecture and engineering expenses.

I look forward to working with you on your project.

Sincerely,

Zach Foster, Project Officer
Outdoor Recreation Grants Program
Tel: 501-682-6947
Email: zach.foster@arkansas.gov

