

# 2016 Local Parks & Recreation Fund, Land and Water Conservation Fund and Recreational Trails Program



Application Workshop  
December 7-9, 2015

## Recreation Educational Services

Tennessee Department of Environment and Conservation

**Application Receipt Deadline: April 22, 2016– 4:00p.m. CST**

Tennessee Department of Environment and Conservation

Recreation Educational Services

William R. Snodgrass Tennessee Tower

312 Rosa L. Parks Avenue, 2nd Floor

Nashville, Tennessee 37243

# Grant Manuals



LPRF and RTP grant application manuals, as well as the grant application power point, form examples and other pertinent documents are included on the grant application disk. It is highly suggested you read and review each of these documents as the power point is a summary of the information. The requirements of the applications for each grant type and details are provided in each grant application manuals.

# Local Parks & Recreation Fund (LPRF)



A 50%/50% grant funded through Tennessee Department of Environment & Conservation

**Maximum Grant Award**

\$500,000 (updated 2/12/16)

**Minimum Grant Award**

\$25,000



# Recreational Trail Program (RTP)



A 80%/20% grant funded through  
Tennessee Department of Environment &  
Conservation

**Maximum Grant Award**

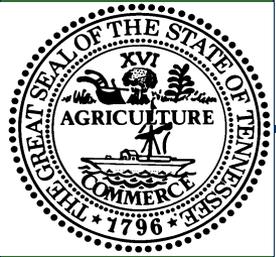
**\$200,000**

**Minimum Grant Award**

**\$20,000**



# 2016 Eligible Applicants





# Eligible Applicants

- Any county government or incorporated municipality of the State of Tennessee that meets the open project closing requirement.
- One LPRF or RTP grant application per cycle, can submit for each type, but in the event both are eligible for funding, one grant award will have to be declined.
- City and county may apply jointly for a project. If filing a joint project application, both agencies must provide a resolution, statement from Mayor on A&E requirement and budget information in the Open Project Selection Criteria section. Both parties must have a minimum of 20% of the match to contribute to the project.
- All open recreation (LPRF, RTP, or LWCF) grant projects MUST be physically complete to submit an application for a 2016 grant cycle. Project completion certification (PCC) form must be submitted to RES no later than **March 4, 2016**. Any items noted as incomplete after the inspection following the PCC submission must be complete and the project receive a final inspection by April 1, 2016. If open projects do not receive a final inspection to closed the grant and application cannot be submitted and if submitted will not be scored. Final reimbursement forms and all other documentation must be submitted no later than **April 15, 2016**.

# RTP Specific Requirements for Applications



- State and Federal Governments
- Partnerships, Public/Private Applications
- State chartered, non-profit, and IRS 501 C3 organizations are eligible as grant applicants to fund trails on public property if they have a written agreement with the land managing agency

**RTP Funded Projects must take place on publicly owned land.**

# 2016 Eligible Projects



# LPRF Eligible Projects



## Development

- A development project encompasses the construction, expansion, or major renovation of the following:

- Primary Facilities
- Support Facilities





# LPRF Eligible Development Projects

**Funds may be awarded for one or a combination of sites and facilities such as:**

- Athletic fields
- Play courts
- Playgrounds
- Picnic areas
- Trails
- Picnic Pavilion
- Splash Pad
- Fishing piers
- Boat docks
- Boardwalks
- Riverwalks
- Observation towers
- Recreation buildings and structures



# LPRF Eligible Projects Acquisition

- An acquisition project will acquire real property or interests and rights therein.
- Land is to be used for parks, natural areas, greenways, and/or for public recreation facilities in perpetuity.
- No grant funds shall be used to acquire any interest in real property through condemnation or the power of eminent domain.
- Acquisition must occur within one year of the executed contract date.
- Land must be developed for the purpose identified in the application within 3 years of the acquisition if development is not included in scope of project. If development is included in scope, the entire project scope including the development and acquisition must adhere to the 2 year contract.



# RTP Eligible Projects

- Non-routine maintenance and restoration of existing trails.
- New trail construction and trail linkages.
- Development and rehabilitation of trailside and trailhead facilities.
- Construction of new trails (with certain restrictions for new trails on federal lands).
- **Purchase of trail construction or maintenance equipment which is used 100% for trail related activities is eligible.** Any equipment purchased must be detailed in application and approved by RES in writing before purchase. Land clearing type equipment is **NOT** eligible.
- Land acquisition, including land donation, of Fee Simple title or permanent easements on property for recreational trails or recreational trail corridors , only during the grant contract term.



# Non-eligible RTP Projects

Details on projects that do not meet grant requirements are provided in the RTP grant application manual with the grant type. If you have questions, please contact your consultant.

# Project Costs & Eligible Match





# Project Costs

- Project cost estimates must be obtained by applicant to insure the dollar amount requested will provide all elements listed in the scope of the project. If selected for funding, the project will be held to the dollar amounts and intent of project as detailed in the cost sheets.
- Reimbursable expenses must be incurred during the project term as established in the grant contract and will be for cash expenditures only
  - **Exception:** The only LPRF costs eligible for reimbursement that were incurred prior to the beginning of the grant term are **land acquisition that has purchased no more than 12 months prior to grant award.**
- Architect and Engineering fees and administration fees may not exceed 15% of the total project cost



TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
RECREATION EDUCATIONAL SERVICES

William R. Snodgrass TN Tower, 312 Rosa L. Parks Avenue 2nd Floor, Nashville, TN 37243

PH: 615-532-0748 FAX: 615-532-0732

LWCF/LPRE/NRTE/RTP - PROJECT COST SHEET

Save

Print

Applicant Name City of Albright

Park Name Strawberry Fields

Project Title Strawberry Fields Play Park

Brief Description

Land purchase of approximately 25 acres.  
Develop natural surface trail that is approximately 5,000 feet long by 10 feet wide.  
Develop playground with safety surface.  
ADA compliance (ADA access paths, ADA ramping.)  
Grant Administration. Architectural Engineering.

Acquisition Only

Development Only

Acquisition and Development

Preservation (NRTF only)

Grant Administration and A/E Costs

	Cost incurred within grant term	Work to be completed by: (*Check all that apply)		
		Grantee Staff	Volunteers	Contractor
Architectural/Engineer Fees	\$10,000.00			x
Grant Administration	\$5,000.00	x		

Acquisition Costs

	Parcel # - List in Priority Order	Acres	Parcel Cost	Anticipated Date of Acquisition
Add Row	X Land acquisition	25	\$25,000.00	Jan 1, 2017
	Total Acquisition Costs	25	\$25,000.00	



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PH: 615-532-0748 FAX: 615-532-0732  
LWCF/LPRF/NRTE/RTP - DEVELOPMENT PROJECT COST SHEET

Save

Print

Applicant Name **City of Albright**

Scope of Project: Attach Professional Construction/Supplier Estimates (List specific line items for which funds are requested broken down by who is completing work. Use attachment if more space needed. Be specific on sizes i.e. linear ft. or square ft.)

Add Row

	Line Items	# of Items	Unit Cost	Total Item Cost	To be completed by:
X	5,000 ft x 10 ft wide Walking Trail A	1	\$40,000.00	\$40,000.00	Grantee Staff
X	5,000 feet x 10 ft wide Walking Trail A site work	1	\$8,000.00	\$8,000.00	Volunteers
X	Playground with safety surface	1	\$25,000.00	\$25,000.00	Contractor
X	ADA compliance (ADA access paths, ADA ramps)	1	\$10,000.00	\$10,000.00	Contractor
	<b>Total Development Cost</b>	<b>4</b>		<b>\$83,000.00</b>	

Add rows as needed for each cost, Use attachment if more space needed.

**TOTAL COSTS**

Add Row

	Cost Description	Cost Amount	To Be Completed By:
X	Acquisition Costs	\$25,000.00	
X	Architect/ Engineer Costs	\$10,000.00	Professional Services Agreement
X	Grant Administration Costs	\$5,000.00	Grantee Staff Workforce
X	Development Costs	\$40,000.00	Grantee Staff Workforce
X	Development Costs	\$8,000.00	Volunteers / 3rd Party Donations
X	Development Costs	\$25,000.00	Professional Services Agreement
X	Development Costs	\$10,000.00	Professional Services Agreement
	<b>Total Project Costs</b>	<b>\$123,000.00</b>	
	<b>Total Grant Request</b>		



# LPRF Eligible Match Funds

An applicant may utilize one or a combination of the following types of match sources for its share of project costs:

## Development Project:

- Cash
- In-kind services, materials and equipment use costs
- Other grants – see “Match List” in manual
- Appraised fair market value of property purchased or donated not previously dedicated to recreation.

## Acquisition Project:

- Cash
- Other grants – see “Match List” in manual
- Appraised fair market value of property purchased or donated not previously dedicated to recreation.

# LPRF Eligible Matches (cont.)



- Tennessee Valley Authority (TVA) funds may be used as match.
- LPRF can be matched by federal funds such as federally funded prisons, the National Guard, etc.
- Permanent easements can be used as match.



# LPRF Ineligible Matches

- LPRF cannot be matched by other state funds such as state funded prisons, Natural Resources Trust Fund, etc.
- City or county owned property previously used for or dedicated to recreation cannot be used as match.
- Non-permanent easements or leases cannot be used as match.



# RTP Eligible Match Funds

- Cash is the best and most accepted match for RTP projects. Any donated item or service must have a detailed explanation of item or services provide by head of organization responsible for donation.
- The Fair Market appraised value of a land acquisition or permanent easement. The Fair Market appraised value of donated real property. The land must be donated by a third party to be eligible for match. **The acquisition and/or donation must be made after the first day of the grant term to the government agency to be valid for RTP funds or match.**



# RTP Eligible Match Funds

- Legislative line item appropriations, other state and/or federal grants such as Urban Forestry grants, Corps of Engineers, Community Development Block grants, Art or Historical Commission grants, Federal Emergency Management Agency (FEMA), etc.
- Prison labor - as long as the grantee pays the prison laborers, that amount of payment, may be used as match can be local, state or federal.
- Grantee Staff Workforce- work completed by grantee's staff
- Donations of labor, equipment or materials. These 3<sup>rd</sup> party donations **MUST** be documented in writing from the company or organization.
- Contact RES with any match questions

# Assurance of Match



## Applicant must include documentation:

- **Local governments-** A signed and dated resolution of the City Council or County Commission must include the following, if it is a joint application the documentation must be provided by both agencies:
  - Approval of the grant application
  - Document the source and amount of funds for the match
  - Acknowledgement of NLU to be filed on property if funded
  - Acknowledgement of a two year contract for completion of project if funded
- **Partners-** Signed and dated copy of organization minutes indicating approval of funds, donation of materials, or labor.

# Property Information



# Property Information



## **Project Boundary Map**

- Land Survey by a Registered Land Surveyor (RLS)
- Maps must ID boundaries, display known easements, be legally sufficient to ID area for protection as a permanent recreation site

## **Project Boundary Map Certification**

- Must be signed by lead community's Mayor

## **Legal Description**

- Deed References, Adjoining Ownership, Metes and Bounds, or Survey

## **Deed of Ownership or Lease**

- Must have clear title
- Site Control – 25 year minimum lease with a minimum of 15 year remaining
- Leases (only on publically owned land)



# Property Information continued

## Preliminary Site Plan

- Must include dimensions of development included in proposed project as well as current structures
- Must include ADA access paths to connect ADA parking to all facilities
- Must include location of trees and water elements, if any trees are to be removed due to development that are equal to or larger than 5 inches at breast height they must be noted on plan

## Preliminary Component Plan

- A copy of the preliminary plan for individual components, i.e. multi-purpose field, playground, splashpad, etc. included in the project is to be submitted with the application. ADA access routes and ADA compliance must be shown on the preliminary component plan.

## Notice of Limitation of Use (NLU)

- The Mayor must sign a copy for the grant application but it is not to be recorded. If the project is funded, an NLU must be recorded before your second reimbursement (reference the deed and have the seal/stamp of the local Registrar of Deeds Office). The NLU notes the property is protected in perpetuity for public recreation.



# Document required for acquisition applications

## Survey

- Formal survey dated and signed by a licensed surveyor

## Procurement

- According to local procurement/acquisition procedures

## Opinion of Value

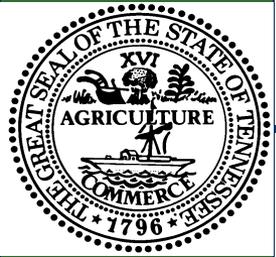
- Tax Cards
- Opinion of Value from appraiser
- Once funded, a formal appraisal will be required to establish fair market value



# Appraisals for purchase or match, if application is selected for funding

- Formal appraisal performed by a state - licensed appraiser, if funded
- Appraisal dated no earlier than 12 months prior to grant application date
- Grant recipient has 12 months from beginning of grant contract to complete acquisition. However, development must begin within 3 years on the acquired land if the development is not part of the project scope.

# Environmental Reviews





# Environmental requirements

A complete environmental review packet is required to be submitted with the application, additional information is included on the grant application disk. The environmental review packet only contains the items required for review, it is not to be submitted to review agencies and therefore will not contain any agency response letters. If the grant application project is selected for funding, all required Federal and State permits must be obtained by the grantee as part of the Environmental Review. These permits may include a National Pollution Discharge Elimination System (NPDES), Aquatic Resource Alteration Permit (ARAP) and Storm Water Pollution Prevention Plan (SWPPP) along with any other required TDEC permits or studies. The costs associated with any items needed to obtain environmental clearance are 100% the responsibility of the grantee and may cost into the tens of thousands of dollars. In the event a project is selected for funding, receives environmental clearance and an issue develops at the grant site that requires additional attention, grant funds may be suspended until issue is resolved.



# Environmental requirements:

If a reviewing agency indicates a permit, study or other documentation might or would be required, grantees are responsible for contacting the agency and obtaining these additional items as part of the Environmental Review process and will have 120 days from notification of award to complete the necessary clearance items. In the case that A&E plans are necessary to obtain the reviewing agency clearances **and** the A&E plans are part of the grant project, contracts may be issued prior to obtaining these clearances. If RES determines that the grant contract is to be issued due to A&E plans being in the scope of the project, all clearances including permits and studies noted as being required by the environmental agencies must be obtained and agency clearance documented in writing within 120 days of the start date of contract and no reimbursements will be processed until all clearances and CE have been obtained, reviewed and signed. If an agency does not have A&E as part of the project, they will have 120 days from notification of award to obtain all necessary clearance items.



# Project requirements

- All projects must meet current ADA standards
- All projects must have A&E stamped plans on any section of the project that is structural, mechanical or electrical. Renderings and standard construction drawings will be required on playgrounds, trails, ball fields, playing courts, parking lots, etc.
- All playgrounds (**only applies to LPRF as playgrounds are not eligible for RTP funding**) must have:
  - playground safety surface testing results for HIC and ADA
  - a third party, secured by grantee, HIC test performed on safety surface and an on-site inspection performed by their PARTAS Consultant upon completion of installation
- All sites are protected for public recreation in perpetuity
- Applications must follow outlined format and must be submitted on CD or USB drive



# Project Review Meeting





# Project Review Meeting

PARTAS Consultants will be available to meet with prospective community's at the Consultant's office to review and discuss their possible grant application project scope. The intent of the meeting is to review the main components of the scope and to provide information on items that may not be applicable for funding. The meeting is not to present the application workshop, to review or provide comments on the scoring section of the application or for the Consultant to select a application project.

**The Consultant must be contacted to schedule the meeting by March 11, 2016.**

Communities are advised to bring photos of site and surrounding development, examples or drawings of proposed development and information on the ownership of the parcel to be developed or acquired.



# PARTAS Consultant Map

## TN Counties and PARTAS

July 2014



Gerald Parish, RES Director  
731-695-1545  
gerald.parish@tn.gov

Mackel Reagan, PARTAS Consultant  
615-532-0755  
mackel.reagan@tn.gov

April Johnson, PARTAS Manager  
865-898-0956  
april.johnson@tn.gov

Benton  
Carroll  
Chester  
Crockett  
Decatur  
Dyer  
Fayette  
Gibson  
Hardeman  
Hardin  
Haywood  
Henderson  
Henry  
Houston  
Humphreys  
Lake  
Lauderdale  
Madison  
McNairy  
Obion  
Perry  
Shelby  
Stewart  
Tipton  
Wayne  
Weakley

Bedford  
Bledsoe  
Cannon  
Cheatham  
Clay  
Coffee  
Cumberland  
Davidson  
DeKalb  
Dickson  
Fentress  
Franklin  
Giles  
Grundy  
Hickman  
Jackson  
Lawrence  
Lewis  
Lincoln  
Macon  
Marion  
Marshall  
Mauzy  
Montgomery  
Moore  
Overton  
Pickett  
Putnam  
Rhea  
Robertson  
Rutherford  
Sequatchie  
Smith  
Sumner  
Trousdale  
Van Buren  
Warren  
White  
Williamson  
Wilson

Anderson  
Blount  
Bradley  
Campbell  
Carter  
Caldwell  
Cocke  
Grainger  
Greene  
Hamblen  
Hamilton  
Hancock  
Hawkins  
Jefferson  
Johnson  
Knox  
Loudon  
McKinn  
Meigs  
Monroe  
Morgan  
Polk  
Roane  
Scott  
Sevier  
Sullivan  
Union  
Washington

### Legend

#### PARTAS

- April Johnson
- Gerald Parish
- Mackel Reagan

Produced by TDEC GIS (64)  
07-11-2014  
Using ArcMAP 10.1

Disclaimer:  
For demonstration and discussion purposes only.

# LPRF Open Project Selection Process





# Open Project Selection Process

- Project Proposal
- Planning and Design
- Current System Development
- Management and Maintenance
- Benchmarking
- Program Compliance





# Project Proposal

- The project proposal is to be used for the community/civic group meetings as well as being submitted in the grant application.
- The questions address your community, the need for recreation and details of the project.
- This section does not apply to overall points; however, applications that do not have all of these questions answered in the Project Proposal will not be scored.
- Include clear and meaningful maps, photos and other graphics. Use standard fonts and consistent colors that show well on a large scale. Do not be too flashy or overrun graphics with non-essential items. No clip-art is permitted.
- See manual for other components that must be included in the Project Presentation



# Planning and Design (30 points)

## 1. Detailed Scope of Project

Details should include all items to be developed with grant and dimensions of perimeter of items.

### Documentation Required:

Detailed scope

## 2. Compliance with Tennessee 2020 (Visions for Parks, People and Landscapes)

### Documentation Required:

Provide a narrative addressing how the proposed grant project meets one or more of the initiative(s) of the Statewide Outdoor Comprehensive Recreation Plan (SCORP), Tennessee 2020. A ½ to 1 page narrative is required for each initiative that the project will impact.

# Planning and Design



## 3. Planning Document

The applicant has a planning document created or revised with the past five years that includes a plan for recreation as a whole for the applicant's community as well as including information on the project illustrating the grant application project conforms to the plan. (Examples of planning documents include strategic plans, master plans, 5-10 year long term plans, etc.)

### Documentation Required:

Date the plan was produced or updated

Copy of the planning document that includes the grant application project created or revised in the last 5 years.

Copy of local governing board's meeting minutes or resolution as documentation of the official adoption or acceptance of plan.

List the page number(s) where the grant application project is referenced in the plan, tab and highlight section on page(s)

# Planning and Design



## 4. Recreation Funding

Provide a list of upgrades and/or renovations completed on recreation facilities from January 2012 to January 2016.

### Documentation Required:

List recreation facilities and any upgrades and/or renovations to each facility from January 2012 to January 2016. Provide details on what was included in upgrade and/or renovation and funding source. If any grants were used, provide source, grant and match dollars.

# Planning and Design



## 5. Recreational Needs Assessment

The recreational need of the project is determined by the results of a needs assessment in the applicant's jurisdiction. The needs assessment was conducted within the last 5 years.

### Documentation Required:

- Date the needs assessment was conducted
- Copy of needs assessment
- Results of needs assessment
- Description of the distribution method for the needs assessment. Give the date(s) of distribution and the number distributed.
- Provide the number of returned needs assessments
- Describe how the needs assessment results show support for project

# Planning and Design



## 6. Public Meeting

The applicant must conduct 3 public meeting(s) between June 1, 2015 and April 8, 2016. These meeting are scheduled to specifically discuss the project and obtaining community comments. 1 of the 3 meetings can be conducted **prior** to a regularly scheduled meeting, i.e. City Board or County Commission, but must be advertised per the agency's standard procedures. 1 of the 3 meetings can be conducted via social media, but advertisement noting the availability to comment must be provided. Meetings cannot be conducted on same day of the week or same time of day and must be conducted at a reasonable time of day to allow citizens to participate. **Locating a sign advertising the meeting(s) at the project development site is required.**

### Documentation Required:

- Date of the meeting(s)
- Copy of newspaper advertisement and/or a document describing the other means used to promote each meeting.
- Copy of meeting minutes, including a sign in sheet and detailed documentation of the discussion and public comments on the project. Social media type meeting must provide documentation of all comments received, including screen names.
- Photo of grant application project site showing notification of meeting(s)

# Planning and Design



## 7. Civic (non-governmental) Group Support

The applicant **presented** the project to **two or more** local groups to determine their support of project. Examples of groups include: civic groups, neighborhood associations, religious organizations, advisory boards, youth organizations, etc.

### Documentation Required:

- Copy of the group's meeting agenda and minutes confirming the presentation for the project. The documentation should include the dates of the project presentation and the support for the project. *Letters from the established leader of the group will not meet this requirement.* If the group does not normally have an agenda and/or take meeting minutes, the applicant can provide this service, but the Chair of the organization must provide documentation verify the meeting was conducted in addition to the agenda and minutes required in this section.

# Planning and Design



## 8. Parks and Recreation Board Support

The applicant presented the project to their parks and recreation board and received a motion of support for project.

### Documentation Required:

- Copy of the parks and recreation boards meeting agenda and minutes from the board meeting. The documentation should include the dates of the project presentation and the support for the project. For a joint project application, both agencies must provide documentation from their parks and recreation board. *Letters from the board chair or president will not meet this requirement.*

# Planning and Design



## 9. Architect and Engineering Plans

Provide a copy of the Architect and Engineering plans or a letter from the Mayor indicating they are aware stamped plans will be required for all structural, mechanical and electrical plans. RES advises applicants to contact an A&E firm to get a cost estimate for the project to include in the grant application. A&E fees plus Administration fees can be awarded as part of the grant project, total of A&E fees and Administrative fees **must not** exceed 15% of the total project cost.

### Documentation Required:

- Copy of stamped plans for project or letter from Mayor stating they are aware of the above. For a joint project application, both agencies must provide documentation from their Mayor if plans are not provided.



# Current System Development (10 points)

Provide detailed information on the current parks in the recreation system. For a joint project application, both agencies must provide documentation for their current recreation system.

## Documentation Required:

- The applicant must provide a numbered and detailed current inventory of recreation sites in the system.
  - Items to include in the details for each park are:
    - 911 addresses of park
    - List of amenities and facilities
    - Acreage
    - List renovations or additions within the last 10 years
    - Provide a copy of any use or maintenance agreements



# Management & Maintenance (20points)

Current facilities must be managed and maintained.

## Documentation Required:

- Include management and maintenance plans for each area of the Parks and Recreation system as well as specific management and maintenance plans for specific facilities, i.e. pools, splash pads, playgrounds, ballfields, community centers, etc.
- Include copies of each type of maintenance and inspection lists completed between June 2015 and December 2015



# Benchmarking Program (10 points)

If the agency's Parks and Recreation Department is a current Parks and Recreation Benchmarked Community by RES, provide a copy of your certificate. Current means that your certification is valid on April 22, 2016; this is not the same certification as a 3 Star Community from Economic Community Development. If a community submitted a Benchmarking application by the November 30, 2015 deadline, the Benchmarking process must be completed and a notification from RES that the community has completed the benchmarking process must be received by community by April 22, 2016. Submission of a benchmarking application does not ensure a community will be awarded points in this section or that the benchmarking process will be completed by April 22, 2016. If a copy of the community's Benchmarking Certificate is not included, no points will be awarded.



## Special Focus (5 points)

Provide a narrative with information on various components of your project that have sustainable features. This narrative should be no longer than two pages, should include any sustainability measures\* and details about how they will provide a significant environmental, social, and/or economic benefit. Details on how the various sustainability measures will offer energy reductions (kWh, therms, BTUs), cost savings, and other benefits (lifecycle analysis, sourcing, etc.) must be part of this section. If sustainable items are present in your grant project application and detailed in this section, the items will be required to be included in the grant contract scope and budget details.

\*Regarding Development, Water, Energy, Materials Management, Transportation, Natural Heritage, Outreach, etc.

# RES Program Compliance (30 points)



## 1. RES Program Compliance

**No information will be provided by the application in this section. RES staff will review internal documents to determine compliance**

- For past grants, completing and returning Post Completion Inspections by deadlines.
- No remaining unresolved issues discovered during Post Completion Inspections.
- No unresolved conversions.
- No undeveloped acquisitions identified for development in previous grants.
- No incomplete past grants, example: non-fulfillment of contracts.
- Participation in RES surveys, certifications, requests & evaluations.

## 2. On-site Recreation System Criteria

**RES will conduct an ON-SITE INSPECTION.** The inspection will be grant project focused *and will* include other parks or trails operated and maintained by the grant applicant.



# CD or USB Drive Format

- 1 Grant Application form
  - 2 Project Cost Sheet
  - 3 Development Project Cost form
  - 4 Assurance of Match
  - 5 Notice of Limitation of Use
  - 6 Project Boundary Map
  - 7 Project Boundary Map Certification form
  - 8 Legal Description
  - 9 Deed of Ownership or Lease
  - 10 Survey
  - 11 Title Search
  - 12 Opinion of Value
  - 13 Tax Map
  - 14 Location and Topo Maps and directions
  - 15 Photographs of Site
  - 16 Preliminary Site Plan
  - 17 Preliminary Component Plan
  - 18 OPSP
  - 19 Environmental Review Packet
- A Planning and Design
  - B Current System Development
  - C Management and Maintenance
  - D Benchmarking
  - F Special Focus
  - Project Proposal Presentation
- 1 Detailed Scope
  - 2 Compliance with Tennessee 2020
  - 3 Planning Document
  - 4 Recreation Funding
  - 5 Recreational Needs Assessment
  - 6 Public Meeting
  - 7 Civic Group Support
  - 8 Parks and Recreation Board Support
  - 9 Architect and Engineering Plans

# RTP Open Project Selection Process





# Project Proposal

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- The questions address your community, the need for recreation and details of the project.
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- See manual for other components that must be included in the Project Presentation



# Planning and Design (30 points)

## 1. Detailed Scope of Project

Details should include all items to be developed with grant and dimensions of perimeter of items.

### Documentation Required:

- Detailed scope

## 2. Project compliance with the 2008 Tennessee Greenways and Trails Plan and with Tennessee 2020 (Visions for Parks, People and Landscapes)

### Documentation Required:

- List each “Guiding Principle” of the 2008 Tennessee Greenways and Trails plan your project meets and provide a detailed summary. A ½ to 1 page narrative is required for each principle that the project will impact. For a copy of the 2008 Tennessee Greenways and Trails plan, visit [http://tn.gov/environment/recreation/docs/gt\\_plan2008.pdf](http://tn.gov/environment/recreation/docs/gt_plan2008.pdf)
- Provide a narrative addressing how the proposed grant project meets one or more of the initiative(s) of the Statewide Outdoor Comprehensive Recreation Plan(SCORP), Tennessee 2020. A ½ to 1 page narrative is required for each initiative that the project will impact. For a copy of the Tennessee 2020 plan, visit <https://www.tn.gov/environment/article/tennessee-2020-plan>

# Planning and Design



## 3. Planning Document

The applicant has a trail system-wide planning document created or revised with the past five years that includes a plan for recreation as a whole for the applicant's community as well as including information on the project illustrating the grant application project conforms to the plan. (Examples of planning documents include strategic plans, master plans, 5-10 year long term plans, etc.)

### Documentation Required:

- Date the plan was produced or updated
- Copy of the planning document that includes the grant application project created or revised in the last 5 years.
- Copy of local governing board's meeting minutes or resolution as documentation of the official adoption or acceptance of plan.
- List the page number(s) where the grant application project is referenced in the plan, tab and highlight section on page(s)

# Planning and Design



## 4. Recreation Funding

Provide a list of upgrades and/or renovations to completed greenways and trails facilities from January 2012 to January 2016.

### Documentation Required:

- List greenways and trails facilities and any upgrades and/or renovations to each facility from January 2012 to January 2016. Provide details on what was included in upgrade and/or renovation and funding source. If any grants were used, provide source, grant and match dollars

# Planning and Design



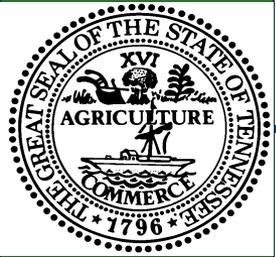
## 5. Recreational Needs Assessment

The recreational need of the project is determined by the results of a needs assessment in the applicant's jurisdiction. The needs assessment was conducted within the last 5 years.

### Documentation Required:

- Date the needs assessment was conducted
- Copy of needs assessment
- Results of needs assessment
- Description of the distribution method for the needs assessment. Give the date(s) of distribution and the number distributed.
- Provide the number of returned needs assessments
- Describe how the needs assessment results show support for project

# Planning and Design



## 6. Public Meeting

The applicant must conduct 3 public meeting(s) between June 1, 2015 and April 8, 2016. These meeting are scheduled to specifically discuss the project and obtaining community comments. 1 of the 3 meetings can be conducted **prior** to a regularly scheduled meeting, i.e. City Board or County Commission, but must be advertised per the agency's standard procedures. 1 of the 3 meetings can be conducted via social media, but advertisement noting the availability to comment must be provided. Meetings cannot be conducted on same day of the week or same time of day and must be conducted at a reasonable time of day to allow citizens to participate. **Locating a sign advertising the meeting(s) at the project development site is required.**

### Documentation Required:

- Date of the meeting(s)
- Copy of newspaper advertisement and/or a document describing the other means used to promote each meeting.
- Copy of meeting minutes, including a sign in sheet and detailed documentation of the discussion and public comments on the project. Social media type meeting must provide documentation of all comments received, including screen names.
- Photo of grant application project site showing notification of meeting(s)

# Planning and Design



## 7. Civic (non-governmental) Group Support

The applicant **presented** the project to **two or more** local groups to determine their support of project. Examples of groups include: civic groups, neighborhood associations, religious organizations, advisory boards, youth organizations, etc.

### Documentation Required:

- Copy of the group's meeting agenda and minutes confirming the presentation for the project. The documentation should include the dates of the project presentation and the support for the project. *Letters from the established leader of the group will not meet this requirement.* If the group does not normally have an agenda and/or take meeting minutes, the applicant can provide this service, but the Chair of the organization must provide documentation verify the meeting was conducted in addition to the agenda and minutes required in this section.

# Planning and Design



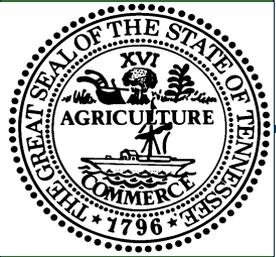
## 8. Parks and Recreation Board Support

The applicant presented the project to their parks and recreation board and received a motion of support for project.

### Documentation Required:

- Copy of the parks and recreation boards meeting agenda and minutes from the board meeting. The documentation should include the dates of the project presentation and the support for the project. For a joint project application, both agencies must provide documentation from their parks and recreation board. *Letters from the board chair or president will not meet this requirement.*

# Planning and Design



## 9. Architect and Engineering Plans

Provide a copy of the Architect and Engineering plans or a letter from the Mayor indicating they are aware stamped plans will be required for all structural, mechanical and electrical plans. RES advises applicants to contact an A&E firm to get a cost estimate for the project to include in the grant application. A&E fees plus Administration fees can be awarded as part of the grant project, total of A&E fees and Administrative fees **must not** exceed 15% of the total project cost.

### Documentation Required:

- Copy of stamped plans for project or letter from Mayor stating they are aware of the above. For a joint project application, both agencies must provide documentation from their Mayor if plans are not provided.

# Planning and Design



## 9. TRAIL SPECIFICATION AND DESIGN SYSTEM

The RTP grant applicant MUST STATE WHICH SOURCE will be used for trail construction and trail maintenance in this proposed grant funded project. In this section, identify and reference the resource used in the trail design. To obtain the maximum points in this section, applicant must provide specific details from the sections of each of the source(s) that will be used. Multiple sources can be used.

International Mountain Bike Association (IMBA): *Trail Solutions* book

US Forest Service (USFS): *Trail Construction and Maintenance Notebook* (2007 Edition)

U. S. Forest Service: *Equestrian Design Guidebook for Trails, Trailheads and Campgrounds*, December 2007 Edition

AASHTO: *Guide for the Development of Bicycle Facilities* (2012 edition)

AASHTO: *Guide to the Development of Pedestrian Facilities* (July 2004 Edition)

National Off-Highway Vehicle Conservation Council (NOHVCC): *Park Guidelines for Off Highway Vehicles*

TDEC-RES, *Tennessee Pathways to Trail Building*, May 2010 Edition, For more information, contact Bob Richards at 615-532-0753, [Robert.richards@tn.gov](mailto:Robert.richards@tn.gov) or see the RTP website:

<http://www.fhwa.dot.gov/environment/rectrails/trailpub.htm>

TDEC-RES, *Greenways 101*, 2014 edition,

<http://www.tn.gov/assets/entities/environment/attachments/greenways-101.pdf>

Tennessee Department of Transportation, *Bicycle and Pedestrian Standard*, 2013

DOJ- U.S. Access Board, *Americans with Disabilities Act (ADA) Recreation Facilities*; Chapter 10, Section 1017, Trails:

See: <http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas>



# Current System Development (10 points)

Provide detailed information on the current greenways and trails in the recreation system. For a joint project application, both agencies must provide documentation for their current recreation system.

## Documentation Required:

- The applicant must provide a numbered and detailed current inventory of recreation sites in the system.
  - Items to include in the details for each park are:
    - 911 addresses of park
    - List of amenities and facilities
    - Acreage
    - List renovations or additions within the last 10 years
    - Provide a copy of any use or maintenance agreements
    - (continued on next slide)



# Current System Development (10 points)

## Documentation Required (continued):

- **COMPREHENSIVE TRAIL SYSTEM MAP**
- Provide a detailed map showing the entire proposed trail system along with a trail inventory in Excel spreadsheet format that includes Park Name, Trail Name, Length of trail, Surface type, Difficulty and a web link to the trail map. Existing trails to be included in the system and any new trails to be constructed are to be identified on the map.
- **The trail system development or maintenance project can be broken down in phases and the phase(s) to be developed must be identified.** The total length (linear feet) and width of proposed trail(s) must be identified and the trail(s) to be developed with the grant funds MUST also be identified on the Map.
- **CONNECTIONS**
- Identify any physical connections to parks, schools, residential, commercial/retail businesses. List any health related opportunities for programs/events. List any environmental education opportunities/programs that relate to this project. If the project is part of a phased development, identify the phase number and all work to be accomplished in the proposed grant project.
- **DIVERSE USE Trails**
- **Categories of trail use are non-motorized and motorized.** List the different types of use of the trail project showing it can accommodate more than ONE variety of recreation activities (examples: pedestrian and bicycle, or motorcycle, ATV, and 4-wheel drive).



# Management & Maintenance (20points)

Current facilities must be managed and maintained.

## Documentation Required:

- Management overview- Provide a detailed management overview illustrating who will manage the project during construction. Who will provide the operations, management and maintenance after completion of the grant project? Include written documentation on the operations and maintenance staff, budget, safety and security (rules of operation) and programming.
- Include management and maintenance plans for each area of the Parks and Recreation system as well as specific management and maintenance plans for specific facilities, i.e. pools, splash pads, playgrounds, ballfields, community centers, etc.
- Include copies of each type of maintenance and inspection lists completed between June 2015 and December 2015



# Special Focus (5 points)

- If your grant application project includes trail fitness equipment, please provide a copy of the proposed equipment and a narrative as to the benefit of this equipment to the facility and community. Equipment must be presented on the preliminary site and component plans, must be of a commercial grade designed for outdoor fitness trail usage and must meet ADA requirements. Equipment for fitness trails must be commercial grade, outdoor equipment and must not exceed 25% of the total project cost, if it is a component of the project, or is limited at \$65,000 if a stand-alone project.
- Provide a narrative with information on various components of your project that have sustainable features. This narrative should be no longer than two pages, should include any sustainability measures\* and details about how they will provide a significant environmental, social, and/or economic benefit. Details on how the various sustainability measures will offer energy reductions (kWh, therms, BTUs), cost savings, and other benefits (lifecycle analysis, sourcing, etc.) must be part of this section. If sustainable items are present in your grant project application and detailed in this section, the items will be required to be included in the grant contract scope and budget details.

\*Regarding Development, Water, Energy, Materials Management, Transportation, Natural Heritage, Outreach, etc.

# RES Program Compliance (30 points)



## 1. RES Program Compliance

**No information will be provided by the application in this section. RES staff will review internal documents to determine compliance**

- For past grants, completing and returning Post Completion Inspections by deadlines.
- No remaining unresolved issues discovered during Post Completion Inspections.
- No unresolved conversions.
- No undeveloped acquisitions identified for development in previous grants.
- No incomplete past grants, example: non-fulfillment of contracts.
- Participation in RES surveys, certifications, requests & evaluations.

## 2. On-site Recreation System Criteria

**RES will conduct an ON-SITE INSPECTION.** The inspection will be grant project focused *and will* include other parks or trails operated and maintained by the grant applicant.



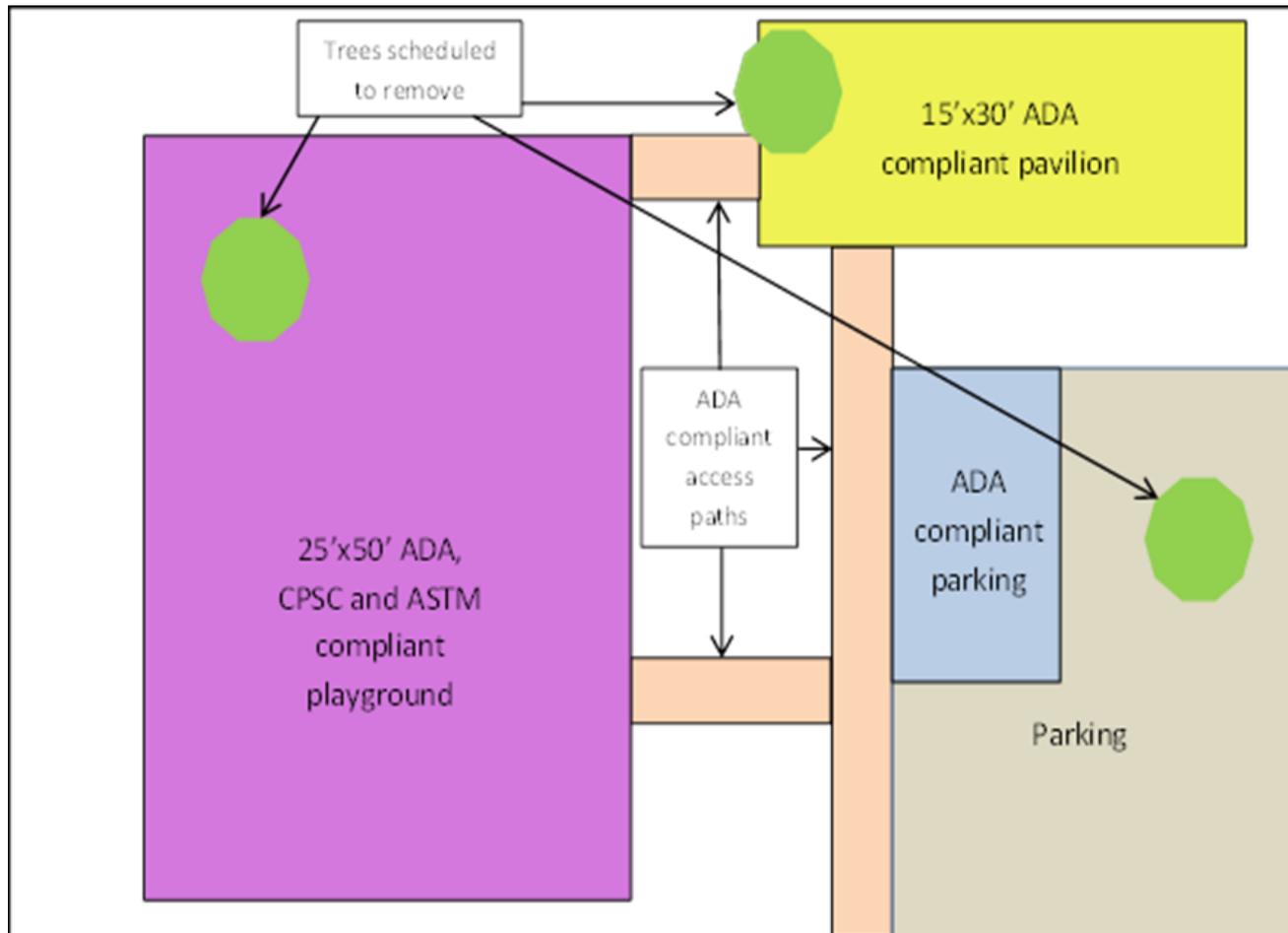
# CD or USB Drive Format

- 1 Grant Application form
  - 2 Project Cost Sheet
  - 3 Development Project Cost form
  - 4 Assurance of Match
  - 5 Notice of Limitation of Use
  - 6 Project Boundary Map
  - 7 Project Boundary Map Certification form
  - 8 Legal Description
  - 9 Deed of Ownership or Lease
  - 10 Survey
  - 11 Title Search
  - 12 Opinion of Value
  - 13 Tax Map
  - 14 Location and Topo Maps and directions
  - 15 Photographs of Site
  - 16 Preliminary Site Plan
  - 17 Preliminary Component Plan
  - 18 OPSP
  - 19 Environmental Review Packet
- A Planning and Design
  - B Current System Development
  - C Management and Maintenance
  - F Special Focus
  - Project Proposal Presentation
- 
- 1 Detailed Scope
  - 2 Compliance with 2008 GT Plan and Tennessee 2020
  - 3 Planning Document
  - 4 Recreation Funding
  - 5 Recreational Needs Assessment
  - 6 Public Meeting
  - 7 Civic Group Support
  - 8 Parks and Recreation Board Support
  - 9 Architect and Engineering Plans
  - 10. Trail Specification and Design System



# New Items, Changes and/or Clarifications

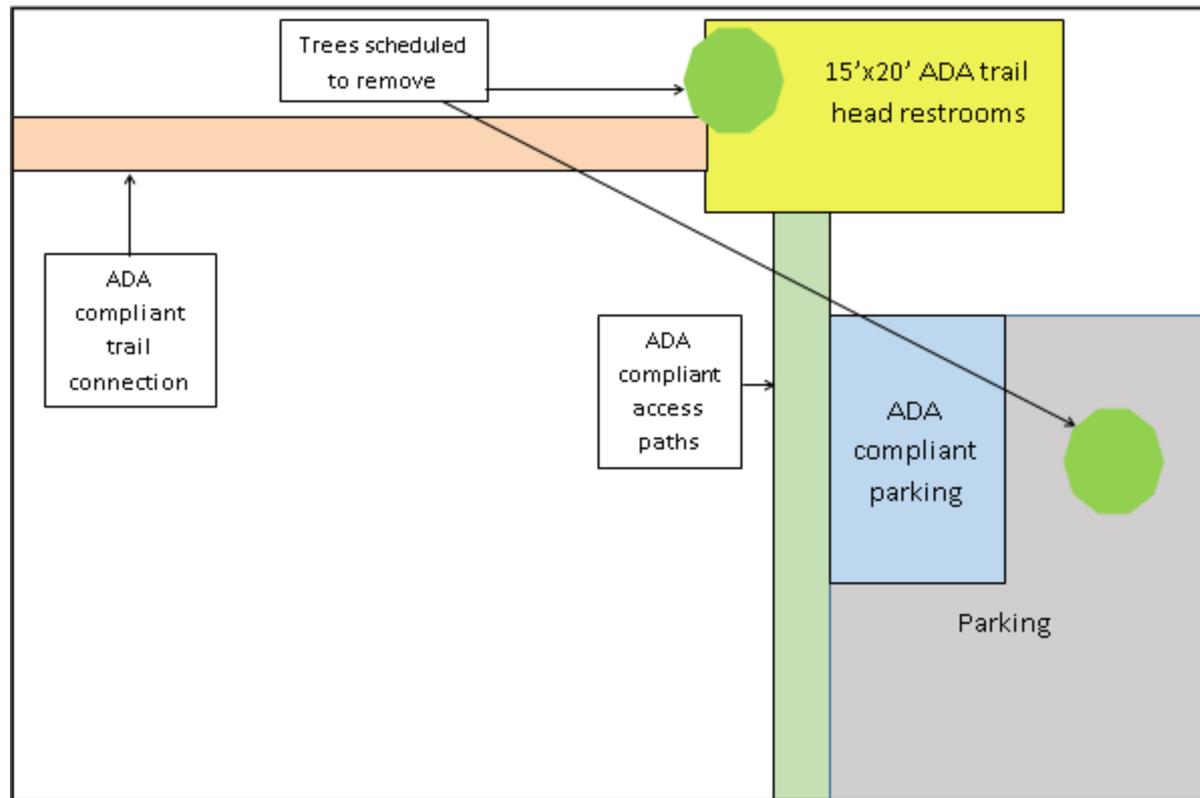
## Example of LPRF Preliminary Site Plan





# New Items, Changes and/or Clarifications

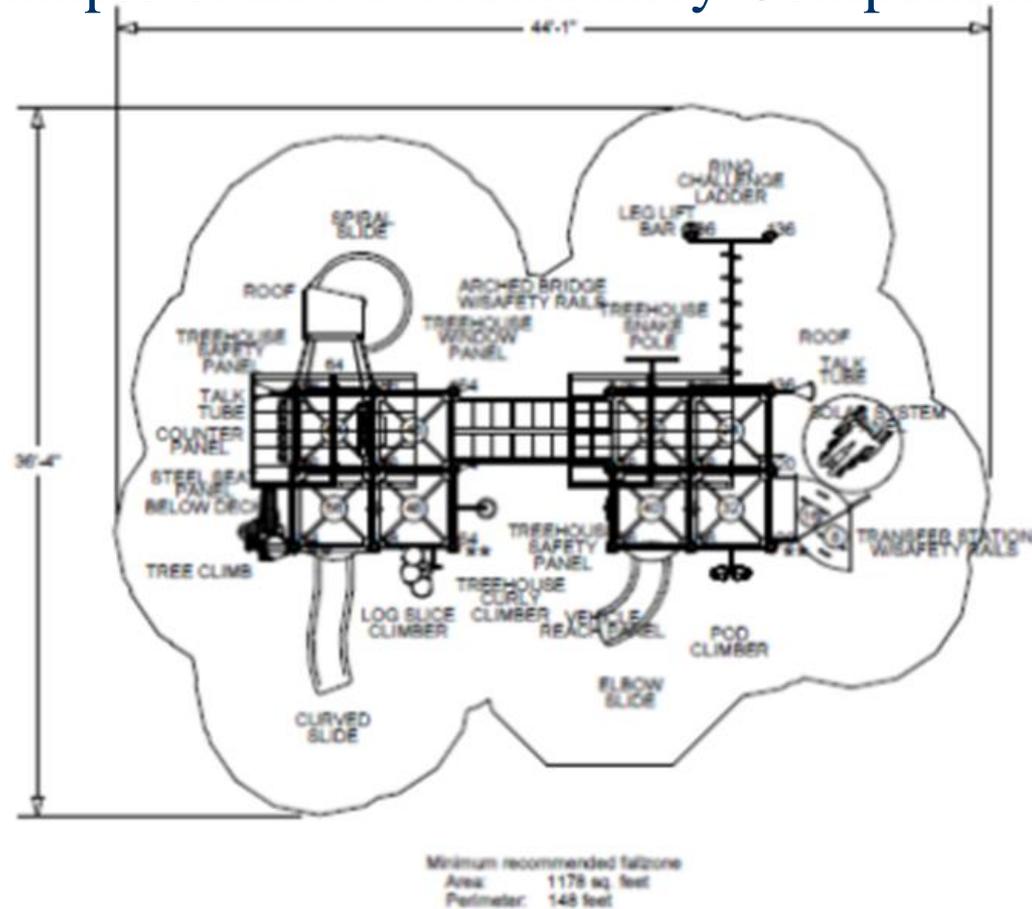
## Example of RTP Preliminary Site Plan





# New Items, Changes and/or Clarifications

## Example of LPRF Preliminary Component Plan

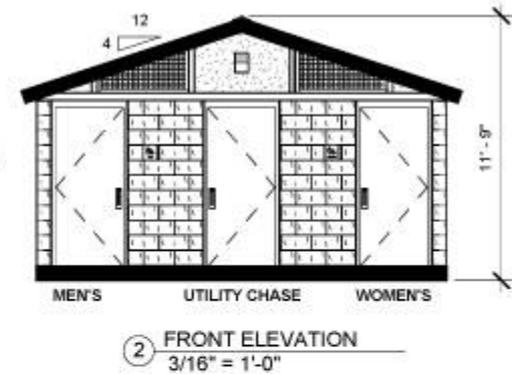
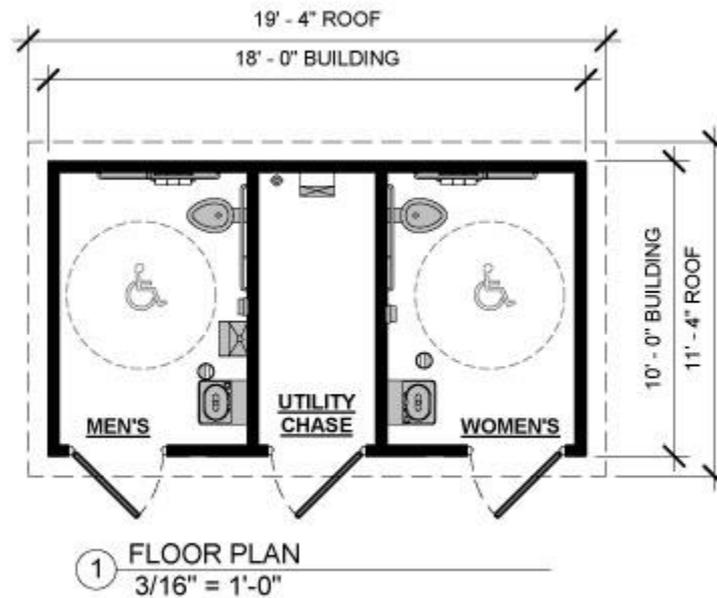


Above plan obtained from [Little Tikes Commercial](#)



# New Items, Changes and/or Clarifications

## Example of RTP Preliminary Component Plan



Above plan obtained from <http://publicrestroomcompany.com/building-models/ps-122.php>



# New Items, Changes and/or Clarifications

- *Office of Management and Budget (OMB) Super Circular*: All RTP grant will be required to meet the OMB Super Circular. The OMB, in its efforts to deliver on the promise of a 21st-Century government that is more efficient, effective and transparent, has streamlined the OMB Circulars on Administrative Requirements, Cost Principles, and Audit Requirements for all Federal awards into one document, referred to as the Super Circular. The Super Circular combines eight previous federal regulations into comprehensive guidance codified at 2 Code of Federal Regulations (CFR) Part 200 (Subparts A – F). These changes will improve administration of federal grant operations from the new uniform application process to the 'close-out' process. Additional information and frequently asked questions can be found at: [https://www.whitehouse.gov/omb/grants\\_circulars/](https://www.whitehouse.gov/omb/grants_circulars/) and <https://cfo.gov/wp-content/uploads/2013/01/2-C.F.R.-200-FAQs-2-12-2014.pdf>



# New Items, Changes and/or Clarifications

- If A&E stamped plans are part of the scope of the project and environmental review agencies indicate additional documentation is required to clear the project that requires stamped plans, RES may determine that the grant contract for awarded projects will be executed to allow said plans to be created, but all clearances must be obtained within 120 days of contract start date and no reimbursements will be processed until the required documents, clearance letters and Categorical Exclusion are reviewed and signed.
- All projects must have A&E stamped plans on any section of the project that is structural, mechanical or electrical. Renderings and standard construction drawings will be required on playgrounds, trails, playing courts, parking lots, etc. A letter from the Mayor noting this requirement or a copy of current plans is required in application. All plans and renderings must show ADA compliance. If there are questions concerning the need for stamped plans, a PARTAS Consultant should be contacted.



# New Items, Changes and/or Clarifications

- Project Review Meeting with PARTAS Consultant. Meeting must be scheduled by community by March 11, 2016 and will be conducted at Consultant's office. The purpose of the meeting is to review the proposed project scope and receive comments from Consultant, not to review the scoring section of the application
- Detailed scope of project including dimension of items
- Detailed site plan, including dimensions of items, location of trees and water elements and location noted of trees that will be removed by project that are equal to or greater than 5 inches in diameter at breast height
- Recreation Funding
- Applicant with open LPRF, RTP, or LWCF grants must submit a PCC by March 4, 2016 and cannot have any outstanding items in the scope of the project past April 1, 2016. If open projects have outstanding items after April 1, 2016, an application cannot be submitted and any submitted application will not be scored
- All grant forms are in a single document on the RES webpage [LWCF/LPRF/NRTF/RTP Grant Report and Application \(CN-0429\)](#)



# New Items, Changes and/or Clarifications

- Grant terms will be 2 years, no extensions will be considered
- No scope changes will be allowed for the 2016 cycle, applications must be for a project and project amount you can complete and match if funded. If selected for funding, project must meet intent of application
- If selected for funding, grantees must show progress on the grant project within 60 days and must file a first reimbursement request within 120 days of the start date of the executed contract. Grant recipients that do not begin their projects within these 120 days may be subject to having their project funding withdrawn.
- Application manuals are to be reviewed and followed as they have additional details not provided in the Grant Application Power Point
- Grant application must be **received** at the RES office in Nashville by 4 pm central on April 22, 2016. Applications post marked by April 22, but not received in the RES Nashville office, will not be scored or considered for funding.

# Questions & Answers





# For Assistance:

April Johnson, CPRP, CPSI  
Recreation Services Coordinator  
cell: 865-292-5656  
e-mail: [April.Johnson@tn.gov](mailto:April.Johnson@tn.gov)

Mackel Reagan, CPRP, CPSI  
PARTAS Consultant  
office: 615-532-0755  
e-mail: [Mackel.Reagan@tn.gov](mailto:Mackel.Reagan@tn.gov)

Bob Richards, CPRP, MTB  
TN Greenways and Trails Coordinator  
State government RTP projects  
office: 865-532-0753  
email: [Robert.Richards@tn.gov](mailto:Robert.Richards@tn.gov)



# For Assistance:

## **Matches and Eligibility:**

Alice Burke, Grants Administrator

Office: 615-532-0765

e-mail: [Alice.Burke@tn.gov](mailto:Alice.Burke@tn.gov)

## **Land Issues:**

Rachel Jakobovitz, Grants Analyst

Office: 615-532-0051

e-mail: [Rachel.E.Jakobovitz@tn.gov](mailto:Rachel.E.Jakobovitz@tn.gov)

# For Assistance:



## When All Else Fails:

Gerald Parish, CPRP  
Director of RES

Office: 615-532-0538

e-mail: [Gerald.Parish@tn.gov](mailto:Gerald.Parish@tn.gov)