

Recreation Resources Division (RRD)
Tennessee Department of
Environment and Conservation (TDEC)



**2023 Public Recreation Grants
Virtual Application Workshop**

December
2022

Recreation Resources Division

RRD's Vision- We will provide innovative customer assistance that creates positive impacts and experiences for people, parks, and programs in Tennessee.

RRD's Mission- To create and protect parks and open spaces that provide recreation opportunities and conservation education for all Tennesseans

Virtual Workshop Format

To have the most efficient use of time, please adhere to the following:

- ❖ **Keep your microphone muted, all microphones were muted on entry and should remain this way**
- ❖ **Questions and Answers (Q&A)-** Please keep a sheet of paper to write down questions and mark through ones that are addressed as the workshop proceeds. Q&A opportunities will be provided via chat before the Pre-Application section, at the end of the Pre-Application section, and at the end of the workshop.
- ❖ **Break-** depending on time a 5-minute break will take place after the first and second Q&A opportunity

Funding Source and Application Requirements

- ❖ *Local Parks and Recreation Fund (LPRF)* provides state funding to local governmental agencies. LPRF funds may be used for the development and/or renovation of public park and recreation facilities, and/or the purchase of land for parks, natural areas, greenways and the purchase of land for recreational facilities.
- ❖ At this point and time, LPRF is the only grant funding sources that is anticipated being awarded with this cycle.

2023 Grant Cycle Deadlines

- ❖ Pre-Applications must be submitted in the GMS by:
12 pm CST on Wednesday, February 15, 2023
- ❖ RRD will review all Pre-Applications and enter a GMS Note to notify applicants of status, ineligible application scope items, budget clarifications/changes, item to correct/update, land issues, etc. by:
5 pm CST on Wednesday, March 1, 2023
 - Pre-Applications that meet all criteria will be moved to the Application draft status and can begin uploading items noted on newly available tabs.
 - Pre-Applications that do not meet criteria will be given a **single** opportunity to edit the items addressed in comments and re-submit the Pre-Application by:
12 pm central on Wednesday, March 15, 2023
 - Pre-Applications will be reviewed by RRD. The ones meeting criteria will be changed to Application draft status and the ones that did not address all comments or meet all criteria will be changed to Declined status by:
5 pm central on Wednesday, March 29, 2023
- ❖ Organizations that advance to the Application stage must submit the Application by:
12 pm central on Wednesday, April 19, 2023

TDEC Grants Management System

(GMS operated by Smart Simple)

- ❖ The 2023 Public Recreation Grants Application will be available on the GMS by December 14, 2022. You can begin compiling your Pre-Application and application items once the workshop ends.
- ❖ Tabs associated with the Application items will not be viewable until the Applying Organization has met Pre-Application criteria by the associated Pre-Application deadline. RRD encourages Applying Organization to utilize the Power Point Application slides to begin compiling Application items prior to the Pre-Application deadline.
- ❖ Applications will only be accepted via the GMS.
- ❖ Information regarding the GMS and how to establish an account and affiliate with an organization can be found at:
<https://www.tn.gov/environment/about-tdec/grants/program-areas.html>
- ❖ To access the GMS please visit:
https://tdec.smartsimple.com/s_Login.jsp
- ❖ Showing of GMS and establishing an account will be conducted after the last Q&A section of the workshop.

All files uploaded to the GMS must follow the following file naming format:

Application Cycle Year
Applying Organization
Site Name
Document Content

Examples:

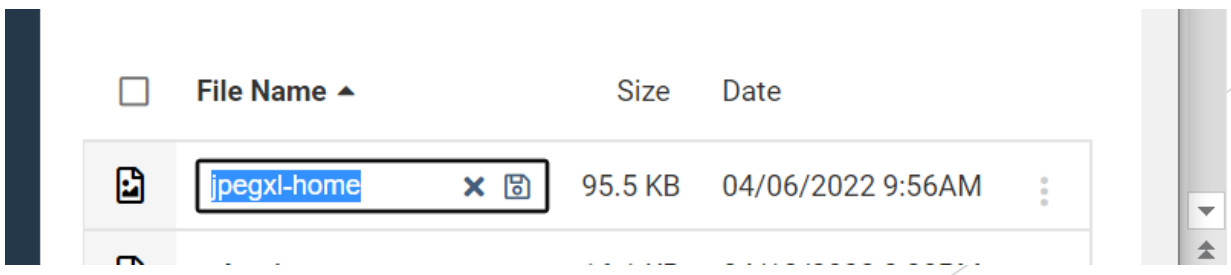
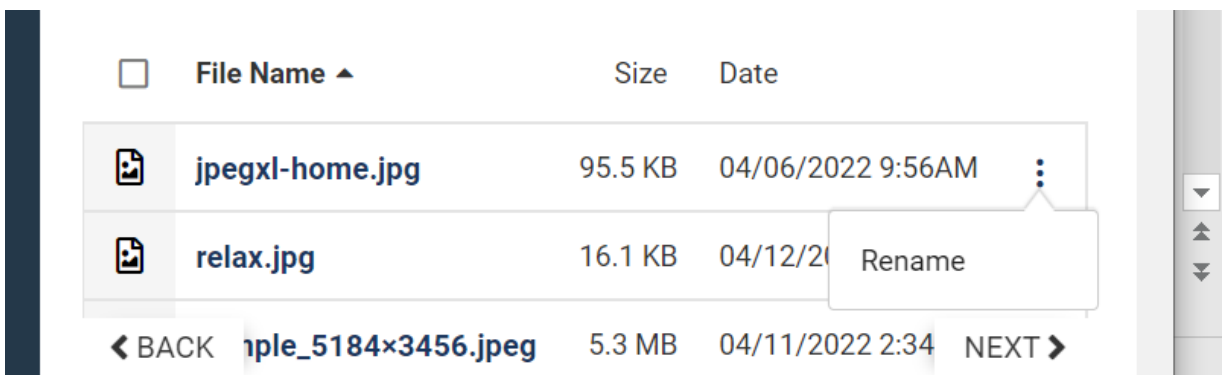
2023 Parksville
Valley Park
Preliminary Site
Plan

2023 Parksville
River Park Site
Photos

2023 Parksville
Hilltop Park Topo
Map

Changing File Name in GMS

RRD recommends saving the application files to a computer with the file name format specified on the previous slide. If you forget to follow the name format and upload a file, you can change the file name once the file is uploaded in the GMS by clicking the 3 dots to the far right of the file and selecting “Rename”.



Updates and reminders for the 2023 Public Recreation Grant Cycle

❖ *Match*

All applicants must have a 50% match of the application scope total project costs, which is providing the same amount of match as the grant funds requested.

❖ *Parks and Recreation Systemwide Plan*

The 2023 Cycle is a single application date cycle. To be considered for 2023 funding an Applying Organization Parks and Recreation Systemwide Plan must be:

- Completion or updated meeting criteria no earlier than January 2018 and no later than the first Pre-Application deadline.

Organizations that do not have a current Parks and Recreation Systemwide Plan are not eligible to apply and are encouraged to begin working on a Parks and Recreation Systemwide Plan in preparation to apply in the next Public Recreation Grant Cycle.



Eligibility Information

Eligibility Information

- ❖ Eligible to submit a Pre-Application
 - ❖ Any local government that does not have an open grant project for development or acquisition administered by RRD
 - ❖ Any current local government Awarded Organization that has an open grant project for development or acquisition administered by RRD that meets open project closing criteria.
- ❖ Not eligible to apply in this cycle:
 - ❖ Any current local government Awarded Organization that has an open project for development or acquisition that will not meet the project closing criteria.
 - ❖ State government organizations
 - ❖ Federal government organizations
 - ❖ 501c3 organizations

Open Project Closing Requirements

Applicants with an **open** LPRF, RTP or LWCF must meet the following criteria to apply in the 2023 grant cycle:

- ❖ The project scope must be 100% complete.
- ❖ An Inspection Activity for a final inspection must be submitted in the GMS by 5 pm central on Wednesday, March 1, 2023.
 - RRD will schedule an on-site inspection within 5 business days.
- ❖ Any small item that needs addressing, i.e. toilet bowl flush valve on incorrect side in ADA stall or a cross slope on a small section of an access path exceeding 2%, must be corrected and documentation provided in the Inspection activity and submitted by 5 pm central on Wednesday, March 29, 2023. An item in the scope not being completed does not meet this criteria.
 - RRD will review secondary submissions to determine if an additional on-site inspection is needed and/or if the project meets scope and grant requirements for the project to be closed.
- ❖ A final Request for Reimbursement activity must be submitted in the GMS by 5 pm central on Wednesday, April 26, 2023.

Joint/Partner Applicants

- ❖ A Partner for an application must meet the same criteria as an eligible applicant.
- ❖ Each Organization must provide:
 - A resolution verifying application submission and commitment to match
 - Source of match
 - A statement of acknowledgement from Mayor of TN Licensed stamped plans for structural, mechanical, or electrical components of the application scope
 - Statement of acknowledgement of NLU to be recorded on awarded project land that does not meet lease requirements
- ❖ If the joint/partner application includes two local governmental agencies, the partner that holds the land ownership or lease will be the Lead Organization for the application
- ❖ A Parks and Recreation Systemwide Plan meeting criteria must be provided by the Lead Organization

Eligible Projects

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

- Athletic Fields
- Play Courts
- Playgrounds
- Picnic areas
- Trail Construction
- Trail Rehabilitation, not routine maintenance
- Trail head facilities
- Trail side amenities
- Picnic Pavilion
- Splash Pad
- Fishing Piers
- Boardwalks
- Non-motorized Boat Docks and ramps
- Riverwalk
- Recreation Buildings and Structures
- Stand-alone Land Acquisition with development of land for public recreation within 3 years of the acquisition
- If you have a question on eligibility, contact your PARTAS Consultant

Important Land Eligibility Requirements

- ❖ Land associated with a grant project cannot have been acquired or obtained through condemnation or eminent domain within 5 years from the first application workshop date.
- ❖ Projects selected for funding must be constructed on land that is:
 - ❖ Publicly owned once project is awarded, or
 - ❖ Publicly owned before development and/or the close of the contract, or
 - ❖ Leased land must meet the following requirements:
 - The lease being between governmental organizations
 - The lease holder being the Applying Organization
 - The lease having a minimum of 25 years remaining from the date of the first application workshop
 - The land being accessible by the public
- ❖ If the project is selected for award, the associated land parcel(s) are required to be protected for public recreation in perpetuity unless the land meets lease requirements.



Project Costs & Eligible Match

Total Project Costs

Grant application amounts are based upon total project costs and must be calculated at 50% of the total project cost.

Minimum Grant Request and Match-\$20,000 for a total project cost of \$40,000. Individual projects that are less than \$40,000 estimated total project cost can request an exception to the minimum grant request.

There is not a maximum grant request for this cycle.

Project Costs Estimates and Limitations

- ▶ Project cost estimates must be obtained by the applicant to ensure 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. RRD recommends obtaining multiple project cost estimates to determine application amount as well as a 15-20% increase in cost to offset price changes.
- ▶ Project costs are items that are considered permanent items and have an estimated life span of a minimum of 25 years if maintained properly.
- ▶ If a project is selected for funding, reimbursable expenses must be incurred during the project term as established in the grant contract and will be for cash expenditures only

Project Costs Estimates and Limitations (continued)



RRD recommends each application include A&E costs as TN certified stamped plans are required for awarded project scope items that are structural, mechanical, and/or electrical



Architect and Engineering fees, and administration fees combined may not exceed 15% of the total project cost.



Per Tennessee Code Annotated Section 12-3-1205 (b)(4)(B) Cooperative Purchasing Agreements outside of Tennessee cannot be utilized for grant funded projects and are not to be utilized for project cost estimates.

Eligible Match Info

An applicant may utilize one or a combination of the following types of match sources if the project is selected for award and contingent upon the funding source requirements:

Development Project:

- ▶ Cash- best match
- ▶ Other non-state dollar grants
- ▶ In-kind services- items or services that cost the awarded organization \$0
- ▶ Appraised fair market value of property purchased or donated not previously utilized for recreation

Acquisition Project:

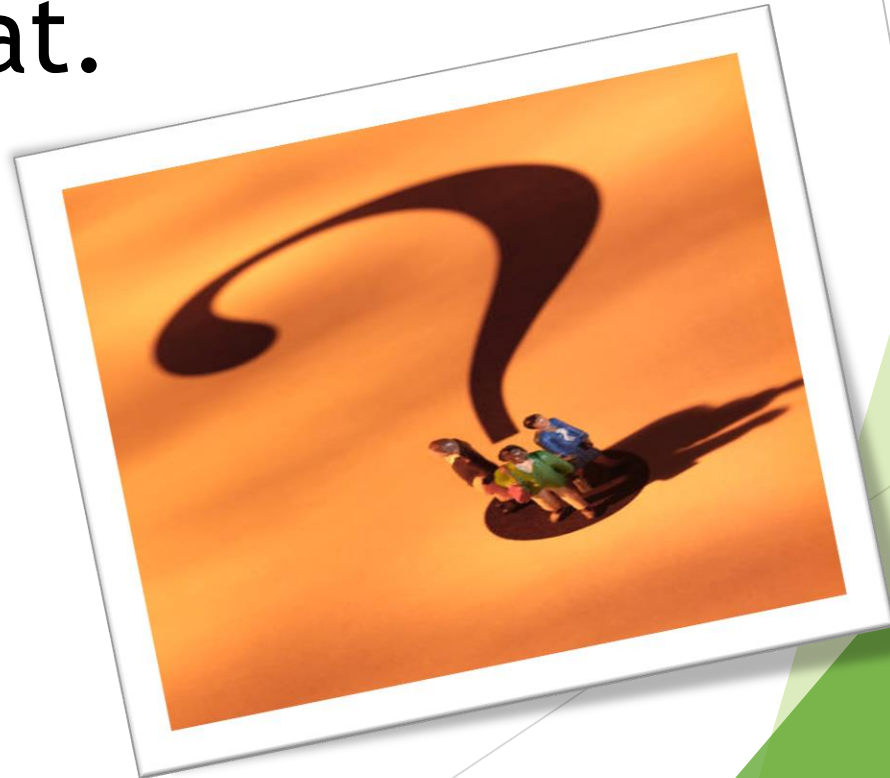
- ▶ Cash- best match
- ▶ Other non-state dollar grants
- ▶ Appraised fair market value of property purchased or donated not previously utilized for recreation

**Contact your Grants Analyst after the workshop
with any match question**

Land for Purchase or Match Appraisal Requirement

- ❖ An Opinion of Value is required to be uploaded in the appropriate section on the Property Information tab.
- ❖ If the application is selected for funding:
 - A formal appraisal performed by a state-licensed appraiser, the cost for the appraisal is not eligible as a grant expense.
 - The appraisal date must be no earlier than 12 months prior to the grant application deadline date.
 - An Awarded Organization has 12 months from the start date of the contract to complete acquisition. However, development must begin within 3 years of the acquisition date on the acquired land if the development is not part of the project scope.

Please submit any questions over content up to this point via chat.



The background features a series of overlapping, semi-transparent green geometric shapes, primarily triangles and trapezoids, that create a sense of depth and movement. The colors range from a light, pale green to a vibrant, saturated lime green. The shapes are layered, with some appearing to be in front of others, creating a dynamic, abstract composition. The overall effect is clean, modern, and energetic.

5-minute
break



Pre-Application

Pre-Application

- ❖ Pre-Applications must be submitted in the GMS by 12 pm CST on Wednesday, February 15, 2023.
- ❖ RRD will review all Pre-Applications and enter a GMS Note to notify applicants of status, ineligible application scope items, budget clarifications/changes, item to correct/update, land issues, etc. by 5 pm CST on Wednesday, March 1, 2023.
 - Pre-Applications that meet all criteria will be moved to the Application draft status and can begin uploading items noted on newly available tabs.
 - Pre-Applications that do not meet criteria will be given **a single opportunity** to edit the items addressed in comments and re-submit the Pre-Application by 12 pm central on Wednesday, March 15, 2023.
 - Pre-Applications will be reviewed by RRD. The ones meeting criteria will be changed to Application draft status and the ones that did not address all comments or meet all criteria will be changed to Declined status by 5 pm central on Wednesday, March 29, 2023.

Purpose and Overview tab

Provides information on the grant programs and application resources including:

- ❖ Application Power Point
- ❖ Recording of Virtual Application Workshop
- ❖ Grants Analyst Map
- ❖ PARTAS Map

Timeline, Eligibility, & Funding tab

Provides information on:

- ❖ Pre-Application and Application deadlines
- ❖ Eligible Organizations and projects
- ❖ Grant programs
- ❖ Grant application limits

Title VI Compliance

Title VI Compliance is comprised of three processes:

- Title VI Compliance Application
 - Required to be completed by the Applying Organization prior to submission of the application
 - The Applying Organization supplies information required for the Title VI Pre-Audit for TDEC as a whole vs. providing the information when applying for each individual grant application submitted to TDEC.
- Title VI Compliance tab
 - Located in the application and requires applying Organizations to enter the date that their Title VI Compliance Application was marked as “Complete” by TDEC staff.
- Title VI Certification activity
 - If the project is selected for award the Title VI Certification activity must be completed prior to obtaining a grant contract.

Title VI Compliance Application

SmartSimple - Hancock County X +

https://tdec.smartsimple.com/iface/ex/ax_index.jsp 90%

Most Visited Edison SmartSimple | Tennes... TN Bill Tracking ADA Standards - Unite... Per Diem Rates Look-Up TN Tower Parking WebEX Vehicle Counting - Go... TN Property Viewer

You are viewing the system as Thomas Harrison

TN Department of Environment & Conservation Home

Note: Please be sure to submit a request to affiliate with a registered organization before you apply for any grant. Click on the Submit Affiliation Request button. Current session: You are logged in as Hancock County, to switch your organization click the Switch Organization button on the top right.

For Grants System Help, contact TDEC.Grants@tn.gov. For application questions, please contact the Grant Program Contact listed in the application. Note: It is recommended to use the Firefox browser while accessing the system for optimal performance.

How to Affiliate Tutorial Submit Affiliation Request Personal Profile Change Password

Funding Opportunities +

1-1 of 1 < >

Opportunity Details

Medium and Large Truck Application

Deadline: 10/30/2020

Apply Now

My Applications +

IN PROGRESS (1) ACTIVE (1) COMPLETED (1)

1-1 of 1 < >

<input type="checkbox"/>	#	Application ID	Grant Cycle	Application Type	Organization	Status	Last Modified	
<input type="checkbox"/>	1	2019-5542		Title VI Compliance	Hancock County	Draft	03/31/2020 06:46AM	Open

Type here to search

10:56 AM 8/28/2020

General Information tab

- ❖ Organization information, as well as information on who is completing the application should auto propagate on this tab. If information is incorrect, please contact TDEC.Grants@tn.gov
- ❖ Project location
- ❖ Project contact information for individual to be contacted regarding any application questions. Please note, the Mayor/Agency Head is the Primary Contact, will receive GMS notifications and will be required to attend specified meetings if the project is selected for award.
- ❖ State elected officials

Project Information tab

The following items must be included:

- ❖ Project Title using following format:
 - ❖ Application Cycle Year, Organization, Park Name, Project Type. (Example: 2023 Recreationville City Park Playground and Splashpad)
- ❖ Detailed Project Scope, must sync with budget
 - ❖ Details should include all items to be developed with grant and approximate dimensions of items. Detailed scope with relevant information on what is to be acquired and/or constructed with grant funds if awarded. No background information or justification of need is to be included in this section.
 - ❖ Details on future development or system is not to be included
- ❖ Trail Data Information, if applicable to application project scope
- ❖ Application Primary Contact info

Budget and Attachments tab

- ❖ The Budget Page and Budget Justification Worksheet must be completed utilizing the information from the cost estimates and not exceeding the budget limitations. Additional guidance is provided on the tab regarding grouping of individual costs and correct line-item location.
- ❖ Assurance of Match Documentation
 - For a Joint/Partner Application the documentation must be provided by both agencies on project information tab
 - ❖ A signed and dated resolution of the City Council or County Commission, if timing does not allow a resolution, a letter from the Mayor will be accepted for the Pre-Application with a resolution being required in the Application stage. The document must include the following:
 - Approval of the grant application submission and commitment to the match
 - Document the source and amount of funds for the match

Property Information tab

All property information must be verified by Applying Organization to be the actual parcel(s) associated with the application project scope.

- ❖ Legal Description must include:
 - Deed references
 - Adjoining ownership
 - Meets and bounds or a survey
- ❖ Deed of Ownership and/or Lease, lease must show begin and end date
- ❖ Title search for applications that include land acquisition
- ❖ Opinion of value for applications that include land acquisition
- ❖ Tax map

All land associated with the application scope must either be publicly owned at time of application or for projects that include acquisition, publicly owned if project is selected for funding.

Maps, Photos and Designs tab

❖ Location and Topographical Maps

- Clear, accurate, and legible maps must be submitted with the application. Applications with incorrect or illegible maps will result in point deductions from the final total rating. The topographic name and number must be included on the map. Written directions to the site must be included.

❖ Vicinity map

- The map must show the location of project in the city and county showing all major roads and rivers. Include any other maps that would be beneficial to the environmental reviewing agencies.

❖ Photographs of site(s)

- Upload multiple photos of site showing any and all facilities on-site

Maps, Photos and Designs tab (cont.)

Preliminary Site Plan

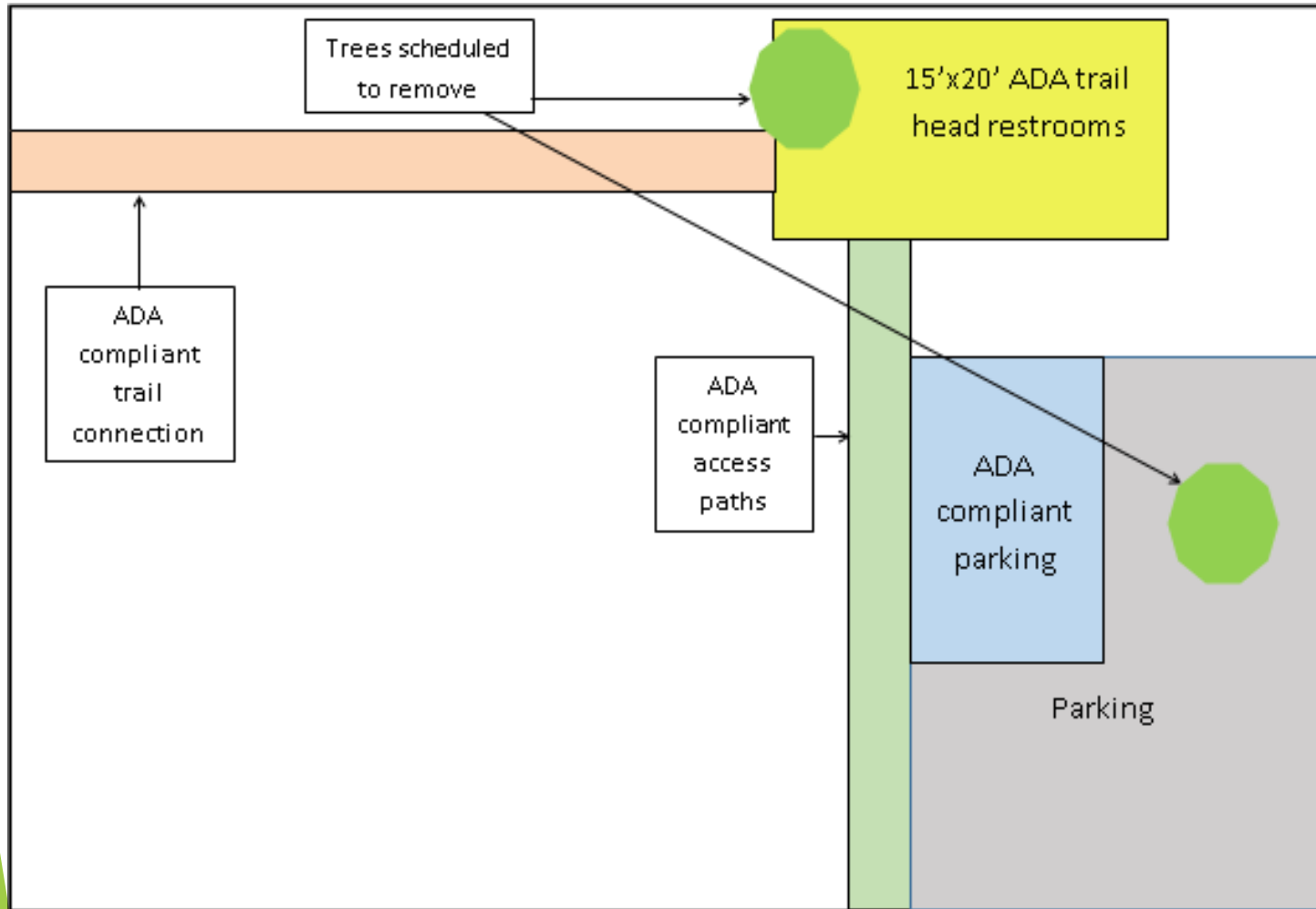
- ❖ Must include dimensions of development included in proposed project as well as current structures
- ❖ Must include ADA access paths to connect ADA parking to all facilities
- ❖ Must include location of trees and water elements, if any trees are to be removed due to development that are equal to or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

Preliminary Component Plan

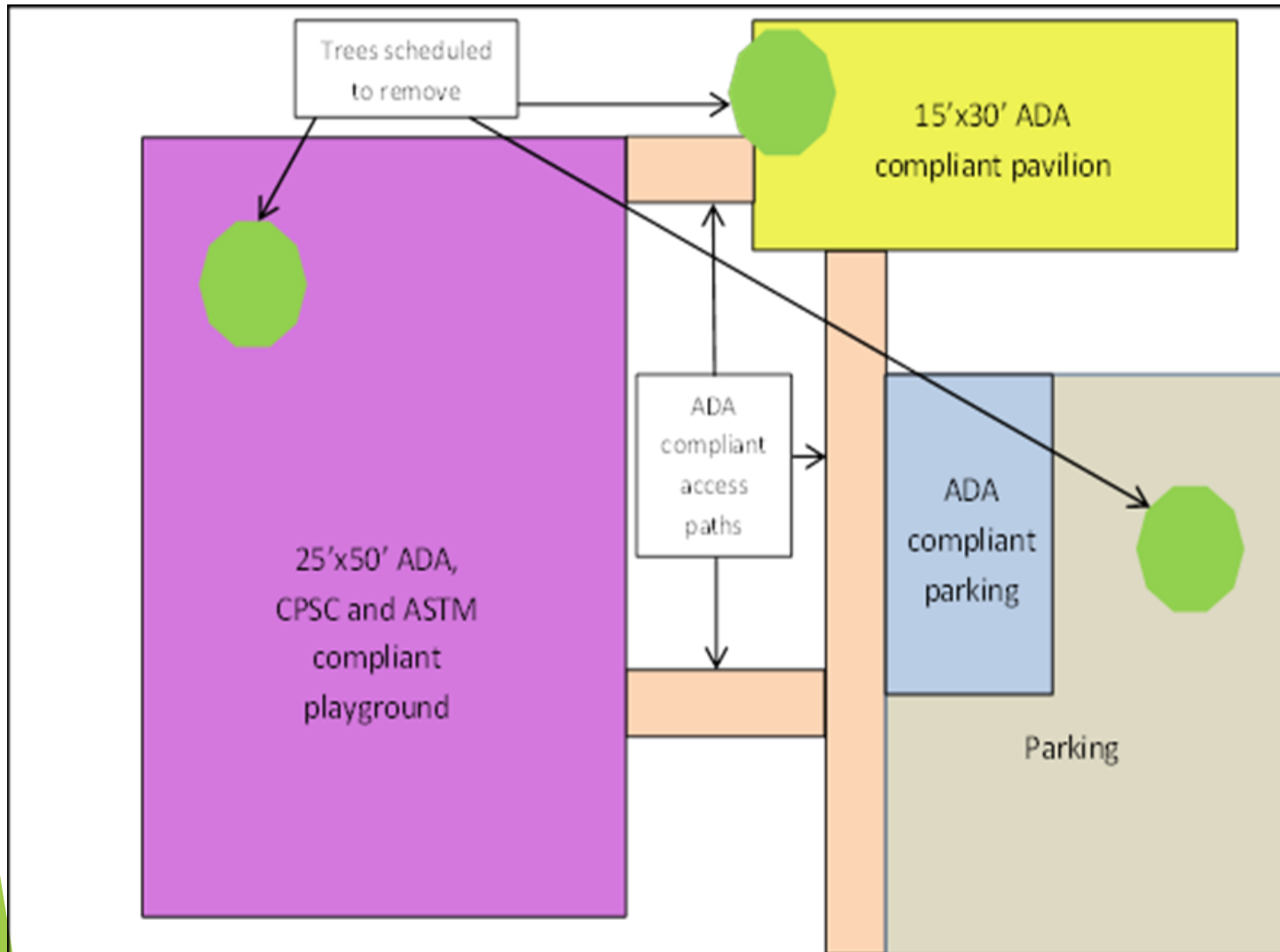
- ❖ A copy of the preliminary plan for individual components, i.e. multi-purpose field, playground, splashpad, etc. included in the project is to be submitted with the application. ADA access routes and ADA compliance must be shown on the preliminary component plan. Specific item types or manufacturer from preliminary component plan will not be required to be selected/ utilized if the project is selected for funding.

The preliminary items will be used to determine the intent of the project scope and for environmental review, if the project is selected for funding.

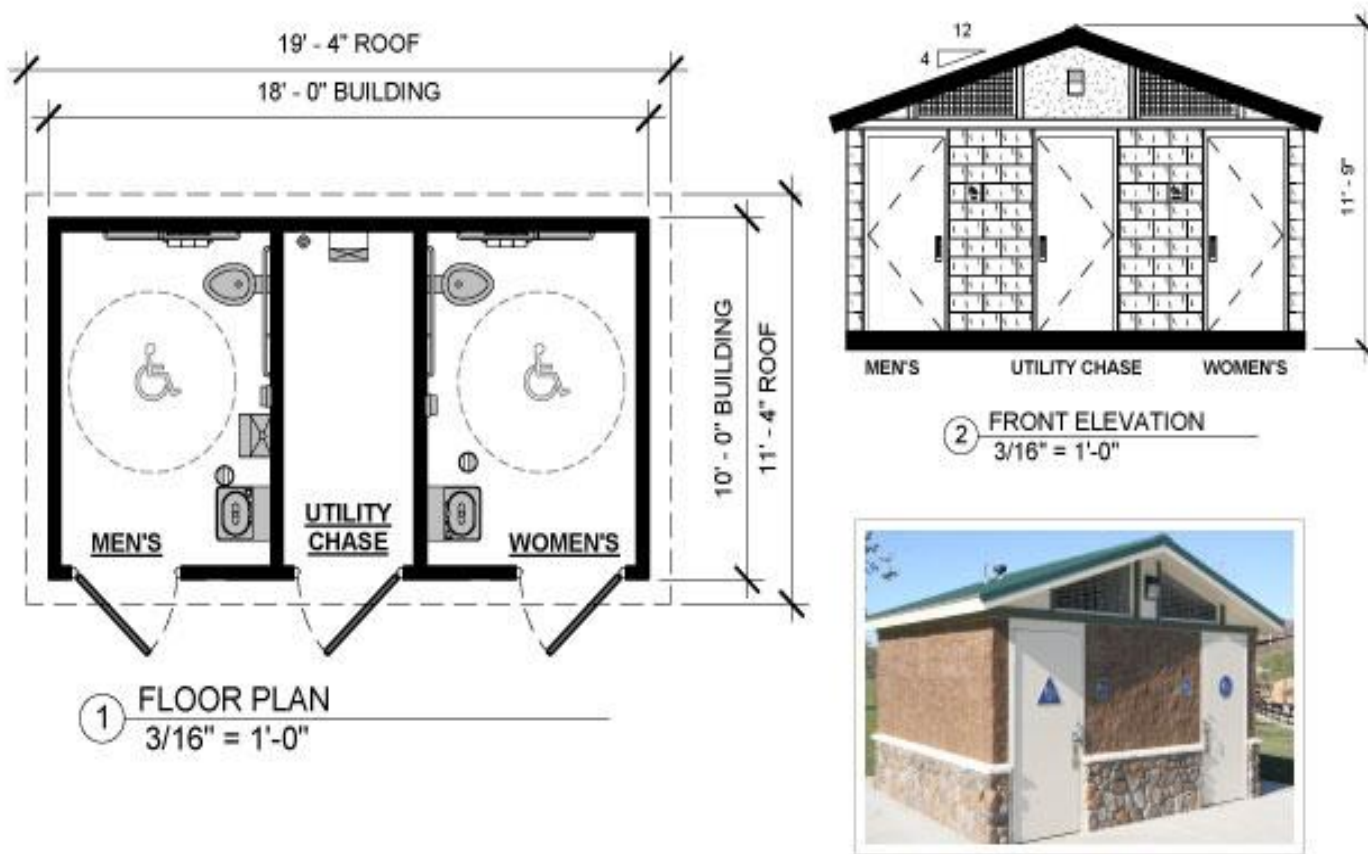
Preliminary Site Plan



Preliminary Site Plan

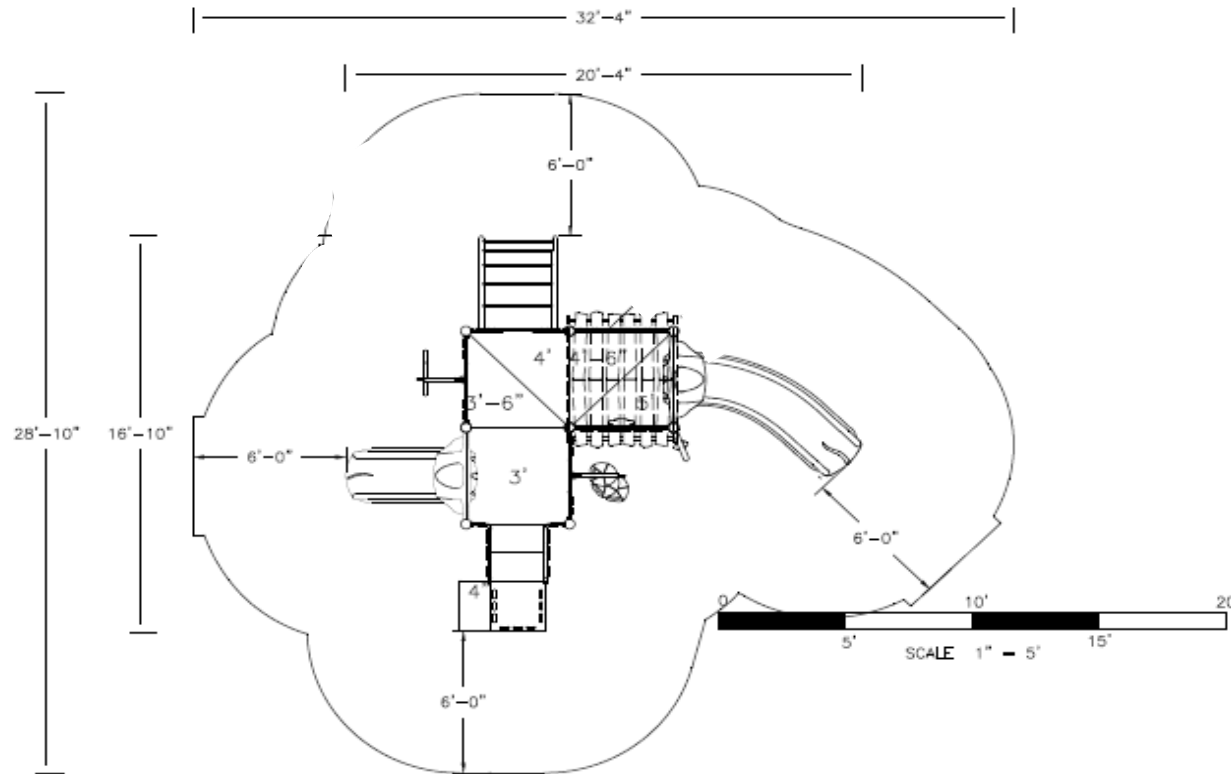


Preliminary Component Plan



Above plan obtained from the Public Restroom Company
ADA signage is required to be on building meeting the ADA requirements. Additional signage can be located on doors, but is not required and cannot be the only location unless a specific exemption is met.

Preliminary Component Plan



Above plan obtained from GameTime. The preliminary site plan will be used to establish the minimum intent of the application, if the project is selected for funding. Manufacturers presented in the application are not required to be the manufacturer used for the grant project as selected projects will be **required to follow local procurement.**

Parks and Recreation Systemwide Plan tab

A Parks and Recreation Systemwide Plan that has been created or updated in the last 5 years which includes the application project scope is one criteria to advance from the Pre-Application to the Application in the Grant Cycle. A site-specific plan does not qualify for this requirement, it must be a Parks and Recreation Systemwide Plan for the owner of the parcel(s) included in the application. Planning Document information that must be provided:

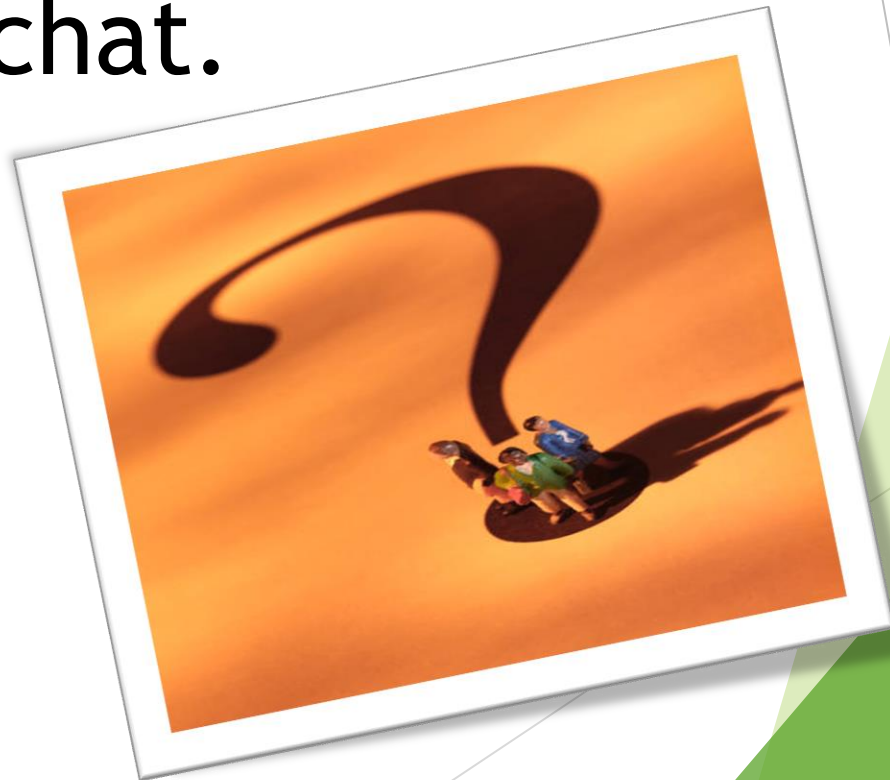
- ▶ Plan meeting minimum requirements
- ▶ Plan finalization date
- ▶ Page(s) of plan that include project scope

Minimum Components of a Parks and Recreation Systemwide Plan

- ❖ Strategic Planning type component including a focus group that represents a cross section of the community. A Strength, Weakness, Opportunity, and Threat (S.W.O.T.) Analysis is often included.
- ❖ Community Recreational Needs Assessment/Survey
- ❖ Facility inventory with facilities and current conditions included
- ❖ Parks and Recreation Program offerings list
- ❖ Short, Mid, and Long-Term Goals
- ❖ Public Input on the final draft of the plan
 - In the event the Applying Organization has a current plan that meets all other criteria and has been accepted by the governing board, but public input was not obtained on the plan in its draft form, in the 2023 cycle RRD will accept public input on the finalized plan. The public input meeting on the final plan does not have to be a stand alone meeting and its results are to be included as an attachment when uploading the Parks and Recreation Systemwide Plan. Moving forward, public input is required on the draft final plan.
- ❖ Acceptance of plan by Organization's Governing Board
- ❖ If the Parks and Recreation Systemwide Plan was updated, the above information will also be required to be provided for the update.

Plans should be evaluated every 12-18 months to determine what has been accomplished and if any information should change in the goals. This could be achieved by utilization of a focus group and public input. Moving forward, RRD may require the evaluation to be included in the minimum criteria.

Please submit any questions over the Pre-Application content via chat.





▶ 5-minute break



**Application/Open
Project Selection
Process (OPSP)**

Application Deadline

Organizations that advance to the Application stage must submit their Application by 5 pm central on Wednesday, April 19, 2023.

RRD encourages Applying Organizations that will meet Pre-Application criteria to begin working on the items in the following section as soon as possible. If you wait until the status is changed to Application, you likely will not have enough time to complete the following criteria.

Project Proposal tab

- ❖ The project proposal is to be used for the community/civic group meetings and be submitted in the grant application.
- ❖ The questions address your community, the need for recreation and the details of the project.
- ❖ 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.**
- ❖ The Project Proposal does not apply to overall points; however, applications that do not include all the items noted in the grant application manual as being required will **not** be scored.

Project Proposal Criteria

1. Most recent Census population of your jurisdiction and total acres currently dedicated to recreation use within the jurisdiction.
2. Demographics of the public you are targeting with project.
3. Explain what public recreation activities/programs you envision occurring at project.
4. Explain how the project will provide a positive impact in your community.
5. Explain the goal of the project and how it relates to the service area and needs of the potential users.
6. Explain the means and funding that will be used to develop the project.
7. Explain if the site is suitable, location and topography, for the development of the project.
8. Explain the future site development and programming plans, future development phases.

Project Proposal Criteria

9. List each goal and action met from the [Tennessee Outdoors- Vision 2030](#) and provide a summary paragraph on each initiative met by the project.
10. Provide a 3-year time-line for completion of project if selected for funding.
11. Project Design elements to include use of site, access, ease of maintenance and realistic cost estimates.
12. Pictures of site or developments similar to project, photos submitted should be taken for presentation, no stock photos may be used.
13. Project Location Map
14. Topographic Map
15. Project Boundary Map
16. Preliminary Site Plans showing proposed (and existing) park structures, facilities and/or trails and environmental items, i.e. trees, streams, etc.

Planning and Design

Architect and Engineering Plans

Provide a letter from the Mayor/Agency Head indicating they are aware stamped plans will be required for all structural, mechanical and electrical plans. RRD 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 and cannot occur outside of awarded project grant contract term.

Documentation Criteria:

A letter from Mayor/Agency Head stating they are aware of the above. For a Joint/Partner Application, both Organizations must provide documentation.

Planning and Design (cont.)

Justification of Need

Provide information as to why this project is important in the community.

Documentation Criteria:

Provide background information on why this project was selected to be submitted for grant funds, why it is needed for the community and how the community will benefit from the project if selected for funding.

Planning and Design (cont.)

Compliance with Tennesseans Outdoors-Vision 2030 ...Tennessee's Statewide Comprehensive Outdoor Recreation Plan (SCORP)

Documentation Criteria:

Provide a narrative addressing how the proposed grant project meets one or more of the goals and actions of Tennesseans Outdoors-Vision 2030 . A narrative is required for each initiative that the project will impact. The plan can be found at:

[Tennessee Outdoors-Vision 2030](#)

Planning and Design (cont.)

Public Meeting

The applicant must conduct 2 public meetings pertaining to the grant application scope using the Project Presentation. The meeting must be conducted between the first application workshop and the application deadline, and the meeting must obtain adequate public input. The meeting must be advertised per the organization's standard procedures.

- ▶ These meetings are scheduled to specifically discuss the project and to obtain community comments.
- ▶ All meetings can be conducted as stand-alone or prior to a regularly scheduled meeting, i.e. City Board or County Commission.
- ▶ 1 of the 2 meetings can be conducted via social media or virtually. Social media meeting must have the ability to comment on Project Presentation and virtual meetings must be recorded.
- ▶ 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.
- ▶ A sign advertising the meeting(s) at the project development site is required.

Documentation Criteria:

- ❖ Dates of meetings
- ❖ Proof of advertisement of meetings
- ❖ Copy of sign-in sheets, meeting minutes or screenshots of all comments for social media type meeting
- ❖ Photo proof of meeting info. displayed at project site(s)

Planning and Design (cont.)

Civic (non-governmental) Group Support

The applicant must **present** the grant application project to **two or more** local groups to determine their support of project using the Project Presentation. Examples of civic groups: neighborhood associations, religious organizations, advisory boards, youth organizations, etc.

Documentation Criteria:

- ▶ 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 show the results from a motion of 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 to verify the meeting was conducted, not a support letter, in addition to the agenda and minutes required in this section.

Planning and Design (cont.)

Parks and Recreation Board Support

The applicant must present the project to their parks and recreation board after the announcement of the application workshop and received a motion of support for project.

Documentation Criteria:

- ▶ Copy of the parks and recreation boards meeting agenda
- ▶ Minutes from the board meeting.
- ▶ The documentation should include the dates of the project presentation and the results of a motion for 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 (cont.)

Trail Specific information

If your application project includes any type of trails:

- ❖ Provide the names of the resource(s) project will use for trail construction if selected for award.
- ❖ Provide the specific details in resource(s) listed above

Current System Development tab

Facility Inventory

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 Criteria:

The applicant must provide a detailed current inventory of recreation sites in the system. The tab includes a downloadable spreadsheet that must be used to enter the inventory items listed below. Once filled out, upload the completed spreadsheet. Items to include in the spreadsheet for each park are:

- ❖ Facility name and a list of amenities/structural features of the park site
- ❖ 911 addresses of facility
 - ❖ Note, if facility is a greenway or a blueway, address of trail head and/or launch and any facility access points must be provided
- ❖ Acreage
- ❖ List must indicate if LPRF, LWCF, and/or RTP grants have been awarded at site and list which grant types were received.
 - ❖ Applicant's Primary Contact, usually the Mayor, can access closed projects on their dashboard in the GMS to obtain a list of LPRF, LWCF, and/or RTP awarded projects.
- ❖ List renovations or additions within the last 10 years with associated costs
- ❖ List of programs or activities that were conducted at each facility in 2022.
 - ❖ The list is not to include every individual reservation or specific focus, just a general description. Examples of a general program or activity description would be: swim lessons, 8 weeks of day camp, AYSO, Halloween event.

Current System Development (cont.)

Trail Specific Information

If the application project includes any type of trail, the following required documentation is needed:

- ❖ 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
 - ❖ Web link to the trail map, if one exists
- ❖ 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.
- ❖ Information on Connections
- ❖ Information on Diverse Use

Management & Maintenance tab

To extend the life of parks and recreation facilities as well as provide safe parks and recreation facilities for your customers, current facilities must be managed and maintained.

Documentation Criteria:

- ❖ Include an overall management/maintenance plan for each park in the Parks and Recreation system
- ❖ Include two **completed** maintenance and/or inspection reports/lists for each **facility type** in the Parks and Recreation system. Reports/lists must have been completed between January 2022 and October 2022 and must have a signature from person completing and a date of completion, i.e. playground safety inspection, pool maintenance, restroom cleaning, etc.
- ❖ Work orders and/or Post Completion Inspection (PCI) forms for past grant compliance do not meet the requirements in this section and will receive 0 points.
- ❖ Include copies of any management and/or maintenance agreement with any outside agency
 - If no management and/or maintenance agreements exist, include a document stating that fact

Special Focus tab

- All-inclusive or Boundless Playgrounds - playground projects for all abilities needs to be the main focus of the application
- Large scale projects that are multi-use and are over \$2 million total project costs
- Distressed or rural counties and communities - small focus priority projects that meet a need in your Parks and Recreation Systemwide Plan and illustrate county or regional partnerships to make the project successful.
- Trails and/or blueway projects that promote connectivity and access in their region or community. Can include connections to other greenway and trail systems, extending a current, phased project, or will provide additional, necessary access to rivers, lakes and streams.

Documentation Criteria:

Upload a narrative, no longer than 1 page, with information on how your project scope meets one of the focus areas above. If the project meets more than one of the focus areas, please have a page for each focus area

RRD Program Compliance tab

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

RRD Program Compliance

RRD will take an overall look at past grant history, conversions, grant compliance, etc.

On-site Recreation System Criteria

RRD 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.

GMS formatting and verbiage
may differ from Power Point.
Items noted in the GMS are to
be followed.





Important Details for
Awarded Projects

Environmental Requirements

- ❖ If the grant application project is selected for funding, all required federal, state, and local 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. Please be aware a SWPPP will be required for any awarded project that will disturb approximately an acre or more for project construction.
- ❖ 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 the issue is resolved.

Awarded Project Requirements

- ❖ All projects must have associated land protected in perpetuity for public recreation, unless land lease requirements are met.
- ❖ All projects will have a scope that meets the intent of the application scope and scope amendments will not be considered.
- ❖ All projects will be required to use the GMS for written communication, document submission, document retention, etc. Grant project relevant phone conversations will be followed up with details included in the GMS.
- ❖ All projects must meet local, state, and federal requirements.
- ❖ All projects must meet current ADA standards
- ❖ All sites are protected for public recreation in perpetuity
- ❖ Design/Renderings will be required for submission to verify ADA compliance and playground safety.

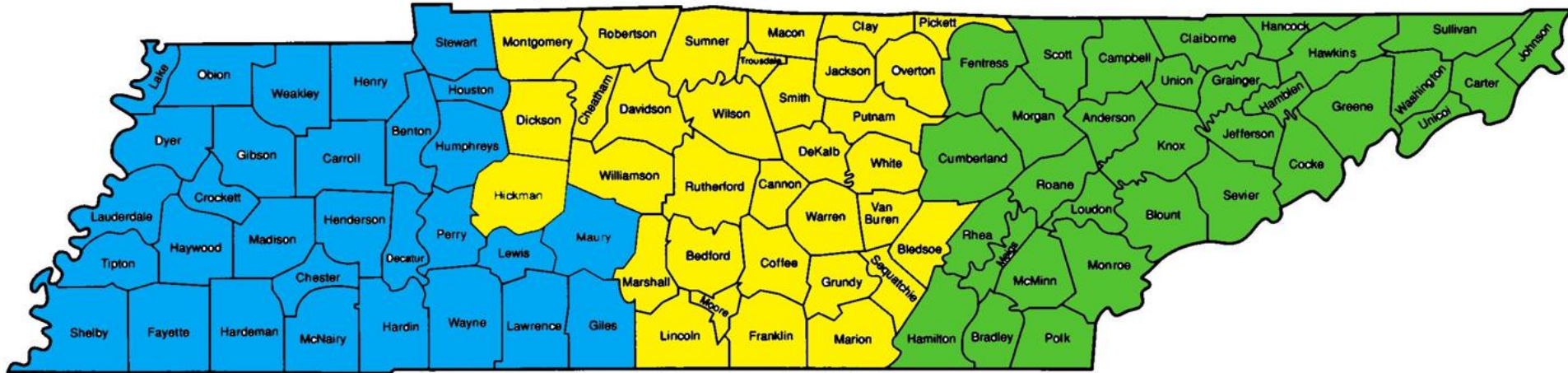
Awarded Project Requirements (cont.)

- ❖ All projects must have TN certified Architect and/or Engineer 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 must be secured from a commercial playground manufacturer that is a current member of IPEMA and structure must meet ASTM, CPSC, and ADA requirements for public playground. In addition playgrounds must have:
 - playground safety surfacing should be referenced as loose fill or unitary
 - playground safety surface testing results for ASTM and ADA
 - A third party, secured and paid by grantee, HIC test performed on safety surface on-site with PARTAS present
 - on-site Playground Safety Inspection performed by their PARTAS Consultant upon completion of installation

Awarded Project Requirements (cont.)

- ❖ All utility lines must be underground unless it is electrical which meets one of the exceptions.
- ❖ Project expenditures must take place to receive reimbursement dollars. In-kind must be submitted in a reimbursement request and will be logged as match.
- ❖ Eligible reimbursement and/or match costs must occur during the grant contract term.

PARTAS Consultant Map



West PARTAS vacant
(blue)

Contact April Johnson
with any questions
865-292-5656
April.Johnson@tn.gov

Daniel Jackson
(yellow)

PARTAS Consultant
615-499-1235
Daniel.Jackson@tn.gov

Jamison Sliger
(green)

PARTAS Consultant
865-469-0555
Jamison.Sliger@tn.gov

Additional RRD Staff Contact Info.

Anne Marshall
Director of RRD
615-330-6021

Anne.Marshall@tn.gov

April Johnson, CPRP, CPSI
PARTAS Manager
865-292-5656

April.Johnson@tn.gov

Gerald Parish, CPRP
Conservation Fellow
731-695-1545

Gerald.Parish@tn.gov

Shelby Pressley
Grant Program Manager
615-532-0051

Shelby.Pressley@tn.gov

[Recreation Resources Division website](#)

TDEC Grants
Management
System
(GMS)

For question on the
TDEC Grant
Management System
(GMS) questions:

tdec.grants@tn.gov

Please submit any questions over the Application content via chat.

Information on establishing a GMS account will take place after the Q&A.

