



Department of  
**Environment &  
Conservation**

# Recreation Resources Division

2024 Intent to Apply Workshop

**Welcome!**

**Please keep yourself muted and cameras disabled**

**Questions can be asked at the end of each section of the  
workshop using the chat box**

**The meeting will be recorded for your future reference**

# 2024 Public Recreation Grants Cycle Phases

**Phase 1:** Complete and submit Intent to Apply application in the Grants Management System, GMS.

- Recreation Resources Division (RRD) staff will review the submitted Intent to Apply application to determine if the planning criteria are met and if so, determine which funding source best aligns with the project. RRD will then open an application type (LPRF, LWCF, RTP) in the GMS for the Applying Organization.
  - A Note will be sent to notify the Applying Organization of the funding source application being available.
  - Funding source workshops will be held, and information will be provided via Note in the GMS application.

**Phase 2:** Applying Organizations will complete opened application in the GMS and submit by designated deadline as specified in the funding source workshops.

# 2024 Funding Sources

## Local Parks and Recreation Fund - LPRF

- State funding from T.C.A 67-4-409 Recordation Tax
- Program provides up to 50% reimbursement funds
- Sponsor eligibility: municipalities and county governments
- Eligible projects may include development of public recreation facilities – indoor and outdoor, renovation/rehab, and/or land acquisition for development for public recreation within 3 years of purchase
- Current inventory of land that has not previously been used for recreation can be used as match
- Land for development and/or renovation must be owned by a government entity, but can be a lease of at least 25 years remaining between two governmental entities

# 2024 Funding Sources

## Land and Water Conservation Fund – LWCF



- Federal funding through Dept. of Interior/National Park Service
- Program provides up to 50% reimbursement funds
- Sponsor eligibility: local governments, state parks
- Development/renovation of outdoor public recreation facilities and/or land acquisition for development for public recreation within 3 years of purchase
- Land for development and/or renovation must be owned by a government entity, but can be a lease of at least 25 years remaining between two governmental entities
- Projects must support priorities in your local plan and the SCORP (Statewide Comprehensive Outdoor Recreation Plan) -- Tennesseans Outdoors-Vision 2030

# 2024 Funding Sources

## Recreational Trails Program - RTP



- Federal funding – Federal Highway Administration
  - helps states provide and maintain recreational trails
  - for both motorized and non-motorized
- Program provides up to 80% reimbursement for all types of trail projects
- Sponsor eligibility: local governments, state parks, private non-profit organizations, federal government agencies
- Public greenways/blueways, nature trails, bike trails, support facilities, land acquisition for development of public trails, trail to be developed within 3 years of purchase
  - Does not include routine maintenance
- Land for development and/or renovation must be owned by a government entity, but can be a lease of at least 25 years remaining between two governmental entities; partnerships with non-profit organizations are encouraged

# Current Open Project Status

Organizations with open projects:

- Eligible to submit an Intent to Apply application
- New application scope must be different from current open project; if considered, a separate funding source will also be assigned to the project
  - i.e., if City A has an LPRF grant for a playground and walking trail, then City A can apply for the next phase of the project or a different project scope at another project site, but will be awarded an LWCF grant for the new application, not another LPRF award
  - i.e., An organization with an open RTP can submit an Intent to Apply application with a trail and trail head restroom, but it could not be awarded another RTP grant. If all criteria are met in the Intent to Apply application, the grant award would be identified as LWCF or LPRF.

# 2024 Public Recreation Grant Cycle Criteria

- **Planning criteria**

- Application scope must be identified in a Parks and Recreation Systemwide Plan created in the last 5 years and accepted by the governing body between May 4, 2019, and May 3, 2024. The systemwide plan can also be updated, meeting criteria, between these dates. (Additional information available on a next slide)
- In certain instances, the project can be **identified** in a regional or larger plan during the same time frame. Please contact your PARTAS Consultant for additional information or clarification in this instance.
- SCORP alignment

- **Maximum grant request**

- Trail and trail support facilities application- \$98,000, total project of \$490,000
- General public recreation facilities or land acquisition- no maximum, but partial funding is possible



# Parks and Recreation Systemwide Plan

## Minimum Criteria

- ❖ 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
- ❖ Acceptance of plan by Organization's Governing Board

**The Parks and Recreation Systemwide Plan must be created or updated with the criteria above within the last 5 years and it must be accepted by the governing body between May 4, 2019, and May 3, 2024.**

*Plans should be evaluated every 18-24 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.*

# INTENT TO APPLY DATES

- Intent to Apply applications will be available in the GMS beginning on January 19, 2024 at 12:30 p.m. CST and must be submitted to RRD by February 22, 2024 at 12:30 p.m. CST
- To access the GMS please visit: [tdec.smartsimple.com](https://tdec.smartsimple.com)
- *Live view of Intent to Apply GMS*

# GMS Application Questions?

**PLEASE TYPE  
YOUR QUESTIONS related to intent to  
apply application  
IN THE CHAT**

**\*We will discuss funding source evaluation  
criteria next**

# Items to begin working on for grant funding source applications:

- Title VI Compliance application
- Proposed Budget
- Property Information
- Maps, Photos, and Design
- Project Proposal Presentation
- Application Scope Public Input
- Current System Development

# Title VI Compliance

Title VI Compliance is comprised of three processes:

- Title VI Compliance Application

- Review now to determine if work is needed to complete
- Required to be completed by the Applying Organization prior to submission of the grant funding source 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 grant funding source 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

The screenshot shows a web browser window with the URL [https://tdec.smartsimple.com/iface/ex/ax\\_index.jsp](https://tdec.smartsimple.com/iface/ex/ax_index.jsp). The browser's address bar shows a 90% zoom level. The page header includes the Tennessee Department of Environment & Conservation logo and the text "You are viewing the system as Thomas Harrison".

A red note at the top of the page reads: "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."

Below the note, there is a section for "Grants System Help" with contact information: "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."

The main navigation area contains four buttons: "How to Affiliate Tutorial", "Submit Affiliation Request" (highlighted with a green plus icon), "Personal Profile", and "Change Password".

The "Funding Opportunities" sidebar shows one opportunity: "Medium and Large Truck Application" with a deadline of "10/30/2020" and an "Apply Now" button.

The "My Applications" section shows a table with one application in progress:

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

The Windows taskbar at the bottom shows the system clock as 10:56 AM on 8/28/2020. The Tennessee Department of Environment & Conservation logo is visible in the bottom right corner.

# Proposed Budget

- At this time, please begin work on your proposed project cost estimates and Assurance of Match Documentation
  - The application will have a tab for Budget and Attachments that includes a Budget Page and Budget Justification Worksheet that must be completed utilizing the information from the cost estimates and not exceeding the budget limitations.
  - 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 governing board including 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

The application will require documentation of property associated with the proposed scope, including, but not limited to the below:

- Legal Description must include:
  - Deed references
  - 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 property information must be verified by Applying Organization to be the actual parcel(s) associated with the application project scope.

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



# Maps, Photos and Designs

The funding source application will require:

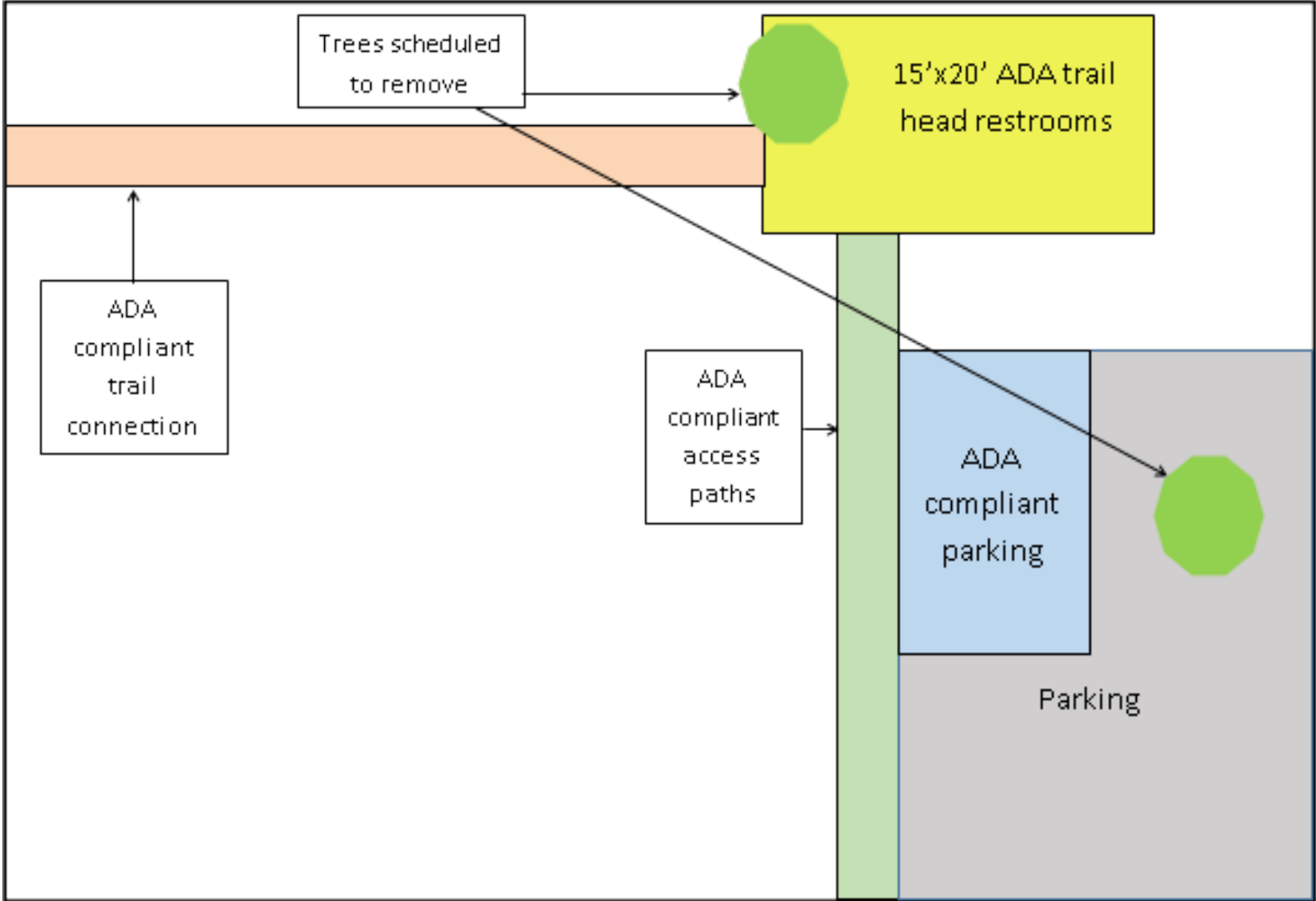
- Location and Topographical Maps
  - Clear, accurate, and legible maps must be submitted with the application. Applications with incorrect or illegible maps will result in point deductions from the final total rating. The topographic name and number must be included on the map. Written directions to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

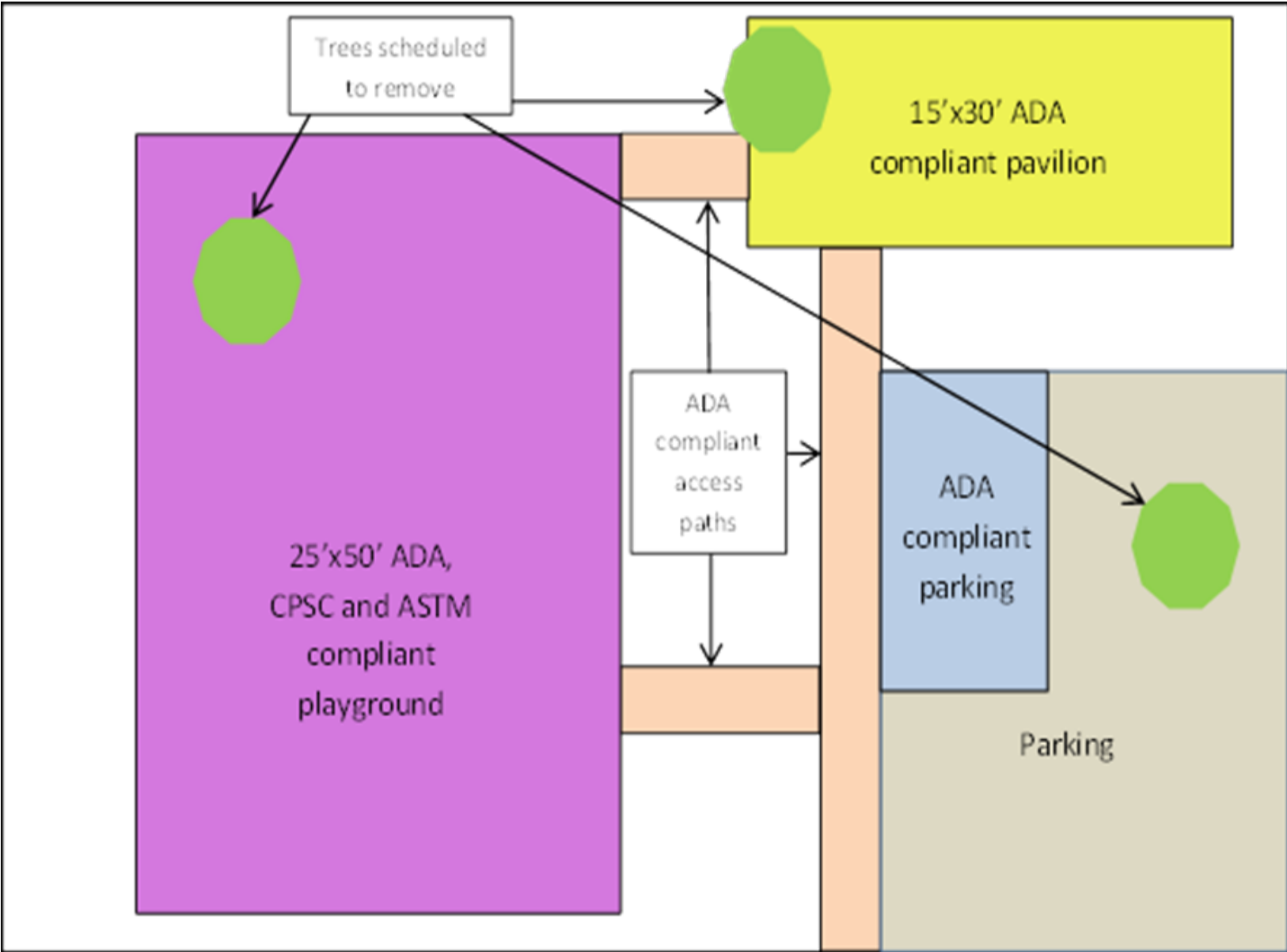
- Preliminary Site Plan
  - Must include dimensions of development included in proposed project as well as current structures
  - Must include ADA access paths to connect ADA parking to all facilities
  - Must include location of trees and water elements, if any trees are to be removed due to development that are equal to or larger than 5 inches at 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.

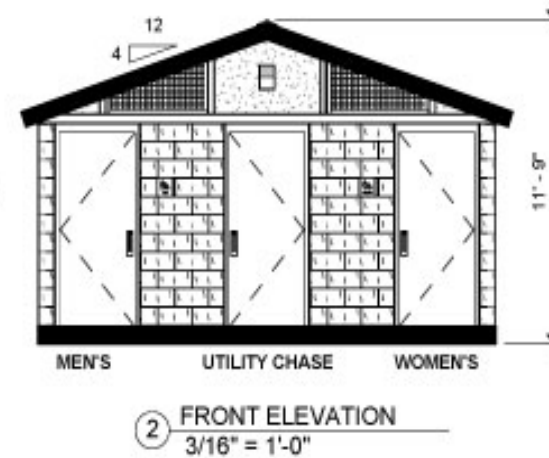
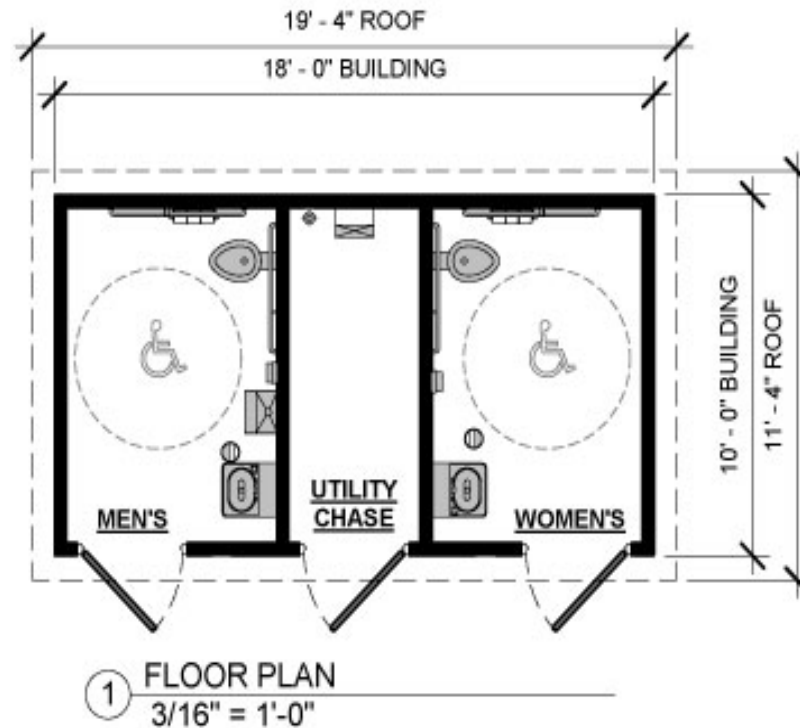
# Preliminary Site Plan



# Preliminary Site Plan

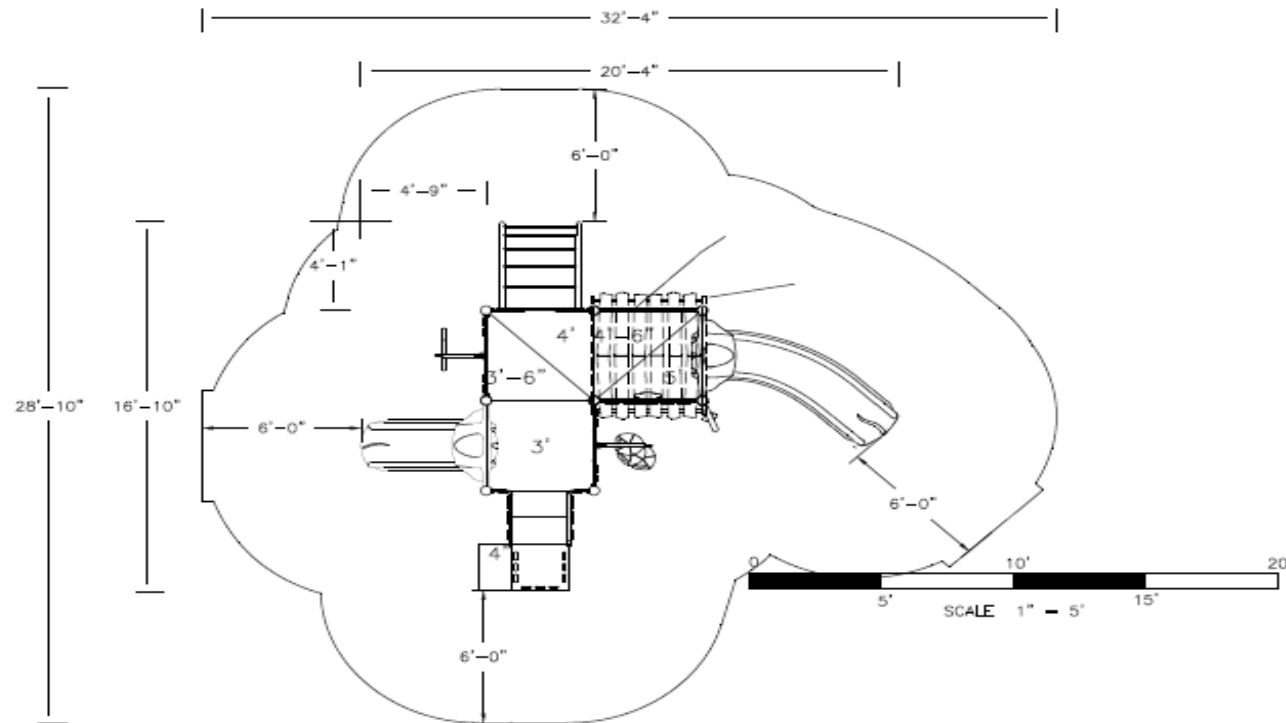


# Preliminary Component Plan



(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.**

# Project Proposal Presentation

- The project proposal is to be used for public input meetings and be submitted in the grant application.
- The questions address your community interests, 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 (continued)

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 how the site is suitable for the development of the project - location and topography, etc.
8. Explain the future site development and programming plans, future development phases.



# Project Proposal Criteria (continued)

9. List each goal and action met from the SCORP - Tennesseans 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. Preliminary Site Plans showing proposed (and existing) park structures, facilities and/or trails and environmental items, i.e. trees, streams, etc.

# Public Input & Engagement is Critical!



## PUBLIC MEETING

### City-Wide Parks and Recreation Master Plan

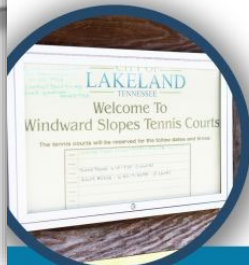
Reception Hall at  
Bartlett Station Municipal Center  
5868 Stage Road, Bartlett, TN 38134  
Tuesday, August 15 — 5:30 PM

BE PART OF OUR DISCUSSION AT THE

## COMMUNITY MEETING

TOPIC OF DISCUSSION

Grant Application to Rehabilitate  
Windward Slopes Park



CITY HALL   
10001 Hwy 70, 38002

WEDNESDAY  START AT   
August 2nd, 2023 6:00PM

## COMMUNITY ENGAGEMENT MEETING

for the  
White County Parks &  
Recreation Master Plan

Tuesday, June 21, 2022  
5:30-7:30 pm  
Central Church of Christ  
45 N Main St  
Sparta, TN 38583

# Application Scope Public Input

## Public Meetings

The applicant must conduct a minimum of two (2) public meetings pertaining to the grant application scope **using** the Project Proposal Presentation. The meeting must be conducted between the Intent to Apply workshop and the application deadline, and the meeting must obtain adequate public input. The meeting must be advertised per the organization's standard procedures. It is the responsibility of the Applying Organization to obtain and document adequate public input.



# Public Input (con't)

- 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 post 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 and meeting minutes, or screenshots of all comments for social media posts
- Photo proof of meeting info displayed at project site(s)



# Application Scope Public Input (continued)

## Parks and Recreation Board Support

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

### Documentation Criteria:

- Copy of the parks and recreation board's 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.



SEMMES

▶▶▶▶

**PARKS & RECREATION COMMITTEE MEETING**

MEETINGS ARE OPEN TO THE PUBLIC

1ST MONDAY EACH MONTH | 6:00 P.M.

SEMMES CITY HALL  
COUNCIL CHAMBERS  
ONE MAIN STREET  
SEMMES, AL 36575

CHAIRED BY: COUNCIL MEMBER BRIGHT

The flyer features a dark green background with yellow and white text. It includes two circular images: one of a playground with green and brown equipment, and another of a park path with trees. The text provides details about the meeting schedule and location.

# Current System Development

The application includes a facility inventory section where detailed information on the current parks in the recreation system will be provided utilizing a spreadsheet in the application. Applying Organization can begin collecting the following data for entry into the spreadsheet during the application stage. For a joint project application, both agencies must provide documentation for their current recreation system.



# Current System Development - Criteria

## 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.



# Considerations Before Applying





# 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.

# Requirements – for All Awarded Projects

- Must have associated land protected in perpetuity for public recreation, unless land lease requirements are met.
- A project scope that meets the intent of the application scope
- Adherence to local, state, and federal requirements specific to your grant type
- Must meet current ADA standards
  - Design/Renderings will be required for submission for ADA compliance and playground safety
- All utility lines must be underground unless it meets one of the exceptions, i.e., electrical
- All components of the project scope must be within the protected boundary to be eligible for reimbursement

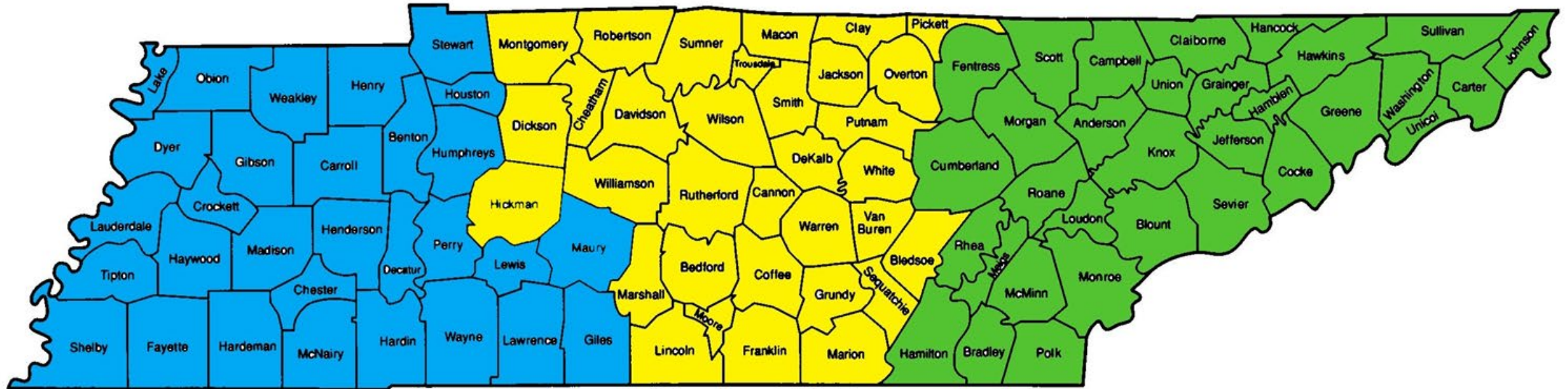
# Awarded Project Requirements (continued)

- Project expenditures must be included in the scope and budget of project
- GMS activities must be submitted and marked as completed prior to associated work and/or expenditures to qualify for reimbursement
- Eligible reimbursement and/or match costs must occur during the grant contract term
- Project expenditures must take place to receive reimbursement dollars. In-kind must be submitted in a reimbursement request and will be logged as match.
- 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.
- Pre-engineering and pre-construction conferences will be held by PARTAS and GA prior to proceeding (NEW)
- All playgrounds must be secured from a commercial playground manufacturer that is a current member of IPEMA and the structure must meet ASTM, CPSC, and ADA requirements for public playgrounds. In addition, playgrounds must have:
  - A third party HIC test performed on safety surface on-site with PARTAS present -- secured and paid by grantee.
  - An on-site Playground Safety Inspection performed by regional PARTAS Consultant upon completion of installation.





# PARTAS MAP



**Andy Baker**  
(light blue)  
**PARTAS Consultant**  
731-412-8704  
[Andy.Baker@tn.gov](mailto:Andy.Baker@tn.gov)

**Daniel Jackson**  
(yellow)  
**PARTAS Consultant**  
615-499-1235  
[Daniel.Jackson@tn.gov](mailto:Daniel.Jackson@tn.gov)

**Tom Lamb**  
(green)  
**PARTAS Consultant**  
865-469-0555  
[Thomas.Lamb@tn.gov](mailto:Thomas.Lamb@tn.gov)

# RRD CONTACT INFO

**Anne Marshall**  
**Director**

615-330-6021

[Anne.Marshall@tn.gov](mailto:Anne.Marshall@tn.gov)

**Jamison Sliger**  
**Tennessee Trails**  
**Coordinator**

(865) 839-7483

[Jamison.sliger@tn.gov](mailto:Jamison.sliger@tn.gov)

**April Johnson**  
**Assistant Director**

865-292-5656

[April.Johnson@tn.gov](mailto:April.Johnson@tn.gov)

**Shelby Pressley**  
**Grants Program Manager**

615-552-8029

[Shelby.Pressley@tn.gov](mailto:Shelby.Pressley@tn.gov)

QUESTIONS?

**PLEASE TYPE  
YOUR QUESTIONS  
IN THE CHAT**

# THANK YOU

- Thank you for attending the ***“2024 Intent to Apply Workshop.”*** As a reminder, this PowerPoint will be available to you under the Purpose and Overview tab of the intent to apply application in the GMS.
- Please reach out to your Grants Analyst with any follow-up questions!

