

# **FUN Park Grant Project Management Guide**

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Arkansas Department of Parks, Heritage and Tourism  
Outdoor Recreation Grants Program

Revised December 2020

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# Introduction

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This Project Management Guide has been prepared to guide you through the development of your local FUN Park Grant project. Please read this guide thoroughly! This guide is intended to serve as a handy reference for the Grantee; however, you are encouraged to contact your Project Officer if you have any questions concerning your FUN park Grant.

|                                                   |                |
|---------------------------------------------------|----------------|
| Pete Parker, Project Officer, Northwest Region    | (501) 682-6947 |
| Randy Roberson, Project Officer, Northeast Region | (501) 682-6946 |
| Matt McNair, Project Officer, Southern Region     | (501) 682-1227 |

Please direct all mailed correspondence to:  
Department of Parks, Heritage and Tourism  
Outdoor Recreation Grants Program  
1 Capitol Mall  
Little Rock, Arkansas 72201

Our main telephone number is (501) 682-1301. Please visit our website [www.outdoorgrants.com](http://www.outdoorgrants.com) for general information concerning our grant program and additional resources.

Our office is located on the fourth floor of the Multi-Agency Complex, the first building west of the State Capitol. Please feel free to visit our office at any time.

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# General Information

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## General Regulations and Laws

The Grantee is responsible for following all applicable state and federal laws. The Grantee shall adhere to all procurement laws specific to their jurisdiction including local ordinances.

## FUN Park Grant Regulations

Park property developed with assistance from the Outdoor Recreation Grant Program (ORGP) must be open to entry and use by all persons regardless of race, color, religion, sex, or national origin. It is prohibited to discriminate on the basis of residence, including preferential reservation or membership system.

The Grantee assumes responsibility for property damages and injuries to persons which may result due to the development, operation, maintenance, and use of park facilities.

## Licensed Design Professional

The professional services of a landscape architect, engineer, or architect, licensed in the State of Arkansas, are required to provide a site development plan, construction details, oversee any required bidding and construction of the grant project, as well as review and/or approve contractor payment requests. Up to 12% of grant funds may be used for A/E services. The requirement for A/E services may be waived at the discretion of the ORGP Director under certain circumstances.

## Plans and Specifications

The Grantee must provide ORGP staff with final plans and specifications for review prior to the issuance of a Contract Agreement and Notice to Proceed.

The Grantee is responsible for ensuring that barrier-free access is provided to all grant-funded facilities, consistent with the provisions of the Americans with Disabilities Act. Plans and specifications must clearly indicate provisions for persons with disabilities.

Grant-funded playground structures, associated fall zones, and impact material shall be consistent with playground safety standards established by the Consumer Product Safety Commission (CPSC). Playground equipment vendors should be able to provide assurances that their pre-engineered play structures, associated fall zones, and impact materials meet those standards.

## Requirements for Deed or Lease

The Grantee must own or lease property suitable for park development. A Contract Agreement will not be issued to the Grantee until a fully executed deed or lease with a term of at least 25 years has been submitted. Applicants who submit a lease that is set to expire before the end of the 25-year grant period should renew the lease to reflect the 25-year life of the grant.

If the property is ever sold, the lease is terminated, or the site is abandoned or grossly neglected prior to the end of the 25-year term, the Grantee may be required to reimburse the State of Arkansas for the total amount of the grant.

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## **Contract Agreement**

A Contract Agreement will be sent to the Grantee to be signed by the mayor or county judge once the executed deed or lease, updated price quotes, and final plans and specifications have been submitted to your Project Officer for review and approval. The agreement will specify facilities that may be funded by the grant award in addition to general provisions and specific requirements that the Grantee must follow. The project must be completed within one year of the contract date. Failure to complete the project within this time frame may affect the Grantee's eligibility to be awarded future grants from the ORGP.

Once the Contract Agreement has been returned to the Project officer, the agreement will be signed by the Program Director and a copy of the fully executed Contract Agreement and Notice to Proceed will be sent to the Grantee.

## **Issuance of Grant Funds**

The Grantee will receive a State Warrant for the entire amount of their grant award after the issuance of a signed Contract Agreement and Notice to Proceed.

The Grantee is responsible for the following:

- Documenting the expenditure of all grant funds, keeping all canceled checks, invoices, bidding information, and contracts
- Ensuring that expenditures of grant funds are in accordance with the Contract Agreement and all applicable laws for their jurisdiction
- All expenses incurred that exceed the amount of the grant

## **Eligible Facilities and Expenses**

Grant funds may only be used to develop recreation facilities identified in your grant award and associated barrier free access. Grant-funded facilities must be constructed or developed on the site identified on the Grantee's original application.

Tools, construction equipment, portable recreation equipment and supplies such as shoes, balls, gloves,

bats, etc. are not an eligible grant expense. Salaries for public officials, city workers, administration fees, and travel expenses are not eligible project costs.

FUN Park grant monies may not be used to match any other grant program administered by ADPHT or any other state agencies.

If any grant funds remain after completion of the recreation facilities included in the Contract Agreement, including associated barrier free access, the Grantee may expend those remaining funds to develop site amenities such as accessible walkways to existing facilities at the park and/or to purchase and install permanent site amenities including benches, waste receptacles, picnic tables, and grills. In the case of leftover funds, please contact your Project Officer.

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# Final Close Out & Project Obligations

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## Closeout and Record Audit

Upon completion of the project, the Grantee shall submit a final Project Expenditure Summary Report (see page 6) to their Project Officer along with copies of all invoices and associated canceled checks. All grant-funded facilities must be complete and open for public use. All grant funds not expended by the Grantee must be returned to ADPHT within 30 days after the final project inspection.

## Acknowledgment Sign

A permanent FUN Park Grant acknowledgment sign will be provided to the Grantee for placement in a prominent location within the park. Please contact your ORGP staff if a replacement sign is ever needed.

## Maintenance and Operation Requirements

Facilities developed with assistance from the ORGP should be operated and maintained as follows:

- Facilities must be kept in good condition for public use
- Facilities must be kept in reasonable repair to prevent undue deterioration
- Facilities must be kept open for public use at reasonable hours of the day and times of the year. If facilities are ever to be locked, the Grantee must post a sign in a prominent location indicating the times the facilities are available for public use.

## Inspections

Your Project Officer may make periodic progress inspections during construction to ensure that the project is progressing and being built according to approved plans and specifications.

A final inspection will occur after the Grantee notifies their Project Officer of project completion. The Project Officer will check to see that all work is completed according to approved plans and specifications, and that the project facilities are accessible to those with physical impairments.

Post-completion inspections will be conducted every five years thereafter over the next 25 years to ensure that the park is well maintained, accessible to the general public, and a FUN Park Grant acknowledgment sign is still in place.

If the property is ever sold, the lease is terminated, or the site is abandoned or grossly neglected prior to the end of the 25-year term, the Grantee may be required to reimburse the State of Arkansas for the total amount of the grant.

## Expenditure Report

At the close of the grant project, the grantee must submit an Expenditure Report (see page 6) as follows:

- GRANTEE: City or county name
- PROJECT NUMBER: Number assigned to your project
- DATE: Date that the Expenditure Report is being submitted
- VENDOR NAME: Vendor name on each project expenditure invoice
- INVOICE NUMBER: Number located on each project expenditure invoice. If none, state “none”.

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- CHECK NUMBER: Check numbers for project expenditure payments to each vendor
  - CHECK AMOUNT: Check amounts for project expenditure payments to each vendor
  - INVOICE AMOUNT: Total amount shown on each vendor's invoice
  - AMOUNT OF INELIGIBLE ITEMS ON INVOICE: Items on the invoice that are not eligible grant expenditures or that were not purchased for the grant project
  - TOTAL ELIGIBLE GRANT EXPENSES: Amount of all invoices without ineligible expenses
  - SIGNATURE: Expenditure Report must be signed by the Mayor or County Judge

# FUN Park Grant Program

## Expenditure Report

| Grantee :   |              | Project Number: |                |         | Date :       |                   |
|-------------|--------------|-----------------|----------------|---------|--------------|-------------------|
| Vendor Name | Invoice Date | Invoice #       | Invoice Amount | Check # | Check Amount | Eligible Expenses |
|             |              |                 |                |         |              |                   |
|             |              |                 |                |         |              |                   |
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Signature (Chief Executive Officer)                  Date

|                              |  |
|------------------------------|--|
| <b>Total Funds Granted</b>   |  |
| <b>Total Funds Expended</b>  |  |
| <b>Total Funds Remaining</b> |  |