

Application Deadline: 5:00 P.M. August 30, 2019

FUN Park Grant Program



FY 2020 APPLICATION GUIDE

Arkansas Department of Parks & Tourism
Outdoor Recreation Grants Program
<http://www.outdoorgrants.com>

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Introduction

The FUN Park Grant is intended to help small communities in Arkansas develop public outdoor recreation facilities within their local parks. These grants do not require a local match.

Previously, FUN Park Grants were limited to assisting with development of basic facilities including playgrounds, pavilions, ballfields, and basketball courts. In effort to better serve our state's local communities, the FUN Park Grant now provides funding to construct or renovate almost any open-air outdoor recreation facility. FUN Park Grant funding is not available for construction of new swimming pools, splash pads, and enclosed structures including restrooms and concession stands.

Other recent changes to the FUN Park Grant include the following:

- Applicants may apply for any amount up to \$50,000 to develop their parks. Applicants are required to provide cost estimates with their application which should be based on price quotes from vendors and/or contractors.
- Major renovations to existing facilities are eligible for funding.
- Applications will be scored (see page 18). The highest scoring applications up to a total of \$1 million will be considered for funding. Lower scoring applicants will not be considered for funding but are encouraged to apply the following year.
- Grantees will be responsible for adhering to procurement laws for their jurisdiction including local ordinances.
- Applicants awarded a FUN Park Grant will be eligible to apply for another FUN Park Grant five years after their award. Applicants that do not receive an award may apply the following year.

The Outdoor Recreation Grants Program (ORGP) staff will assist you in selecting a park site, recommending facility layout and location, barrier-free access, and other matters relating to park development.

Please visit our website, www.outdoorgrants.com, for additional information for this and other grants offered by the Outdoor Recreation Grants Program.

FUN Park Grant

Eligibility

Only municipalities with populations of 2,500 or less, or unincorporated communities sponsored by their county, are eligible for FUN Park Grant funding. Grantees will not be eligible to apply for future FUN Park grants within five years after receiving a FUN Park grant award.

Application Process

The FUN Park grant application was designed to be prepared by the applicant. Alternatively, the application may be prepared by the Economic or Planning and Development District Office in applicant's region or by a private consultant.

Staff will score applications using the FUN Park Scoring System (see page 18). The highest scoring applications up to a total of \$1 million will be considered for funding. Lower scoring applicants will not be considered for funding but are encouraged to apply the following year.

Applicants are urged call our office at their earliest opportunity to schedule an on-site meeting with the Project Officer assigned to their region of the state. Prospective applicants who contact the Outdoor Recreation Grants Program (ORGP) office before July 1, 2019 to schedule a site visit will receive 4 points on the FUN Park Scoring System. Those that schedule their site visit between July 1 and July 31st will receive 2 points. Our main phone number is (501) 682-1301.

Applications must be completed on forms included on pages 16-17 of this guide or on fillable forms available on our website. Please note that only the mayor or county judge of the local governing jurisdiction may sign the application. Applications must be submitted as a hard copy and postmarked no later than **Friday, August 30, 2019**. Applicants should keep a copy of their entire application for their records.

Application must include a cost estimate which should be based on quotes from an equipment vendor(s) and/or contractor(s). An Estimated Project Cost form may be found on page 15 of this guide and a fillable form is available on our website. Applicants that provide quotes for all of the line items on their Estimated Project Cost form will receive 4 points on the FUN Park Grant Scoring. Those that provide quotes for only some of the line items will receive 2 points on the FUN Park Grant Scoring.

All applications must be accompanied by a City Council or Quorum Court resolution authorizing the project application. Please include the wording of example shown on page 19 of this guide.

A copy of the deed, lease, or a letter of intent to lease or sell for the project site must be included with the application. An example of a letter of intent may be found on page 21 of this guide.

Following staff review of each application, a letter describing any application deficiencies or omissions will be mailed to the mayor or county judge. Noted deficiencies must be remedied by **September 30, 2019**.

Project Selection and Awards

The highest scoring applicants will be invited to appear before the Governor-appointed Outdoor Recreation Grants Advisory Committee at a public hearing held on **Friday, October 25, 2019** at the Jacksonville Community Center. This hearing will allow each applicant five minutes to describe their proposed project and answer any questions that the Committee may have. The Committee will make funding recommendations which will be forwarded to the Executive Director of the Department of Parks and Tourism for approval.

Priority will be given to applicants who appear to have the greatest need, that have a suitable site for the proposed development, can demonstrate their ability to complete the project in a timely fashion, and have sufficient resources for the long-term operation and maintenance of the facility.

Each applicant will be notified by letter whether or not they've been selected for funding. Applicants not selected for funding may submit an application during the next annual funding cycle.

Applicant must submit 10-15 digital photographs of their project site which will be shown on a screen during the applicants' five-minute presentations at the grant hearing and numbered in the order to be shown. The intent of these photographs is to help familiarize the Outdoor Recreation Grants Advisory Committee with the proposed project site and surrounding area. The photographs provided by applicants will be incorporated into a PowerPoint presentation to be shown at the public hearing.

Photographs must be submitted in .jpg format only, and sent as an e-mail attachment to your Project Officer. All photos must be submitted no later than Friday, September 28, 2018. Do not send PowerPoint presentations, movie clips or mpegs. Applicants will receive a letter notifying them when they've been scheduled to address the committee and will be e-mailed a copy of their portion of the presentation.

Site Selection and Property Requirements

Applicant must own, lease, or have a written option to buy or lease property for proposed park development. The project site must be of sufficient size, suitable for park development, and convenient for local residents. The proposed project site must be inspected by department staff during a site visit to verify its suitability for the proposed park.

If the applicant does not presently own or lease the proposed site for development, they must submit a letter from the owner of the site expressing their willingness to sell or lease the property for a term of at least 25 years. (See example letter on page 21). Applicants that presently own or lease the proposed site must include a copy of the deed or lease with their application.

Funds will not be released to grantee until a fully executed deed or lease is submitted. If, in the future, the property is sold, the lease is terminated, or the site is abandoned or grossly neglected prior to 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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Professional Design and Administration Services

Up to \$5,000.00 of the FUN Park grant may be used for professional design and administration services. Applicants that receive a grant award will be required to retain the services of an architect or engineer (A/E) that is licensed in the State of Arkansas. Generally A/E fees are about 10-12% of construction costs. Applicants will receive 2 points on their FUN Park Scoring if they include a letter from the A/E that they intend to use, on the A/E's letterhead, stating that they will assist with the project upon award.

After applicants are notified of a grant award, the grantee shall retain an A/E to develop a site layout plan clearly showing proposed facility locations. Construction drawings and specifications will be required for site-built facilities. A/E will oversee construction of the project and assuring that the development is being constructed in accordance with plans and specifications.

Barrier Free Access

Plans must clearly indicate provisions for barrier-free access, consistent with the provisions of the Americans with Disabilities Act, for all grant-funded facilities. A person confined to a wheelchair should have the ability to travel unassisted from a designated accessible parking space in the parking lot to each of the facilities. Accessible walkways and ramps shall be paved and follow the general contours of the site with consideration given to slopes, cross slopes, surfaces, widths, and distances. Priority will be given to applicants that include barrier-free access to existing facilities in their project budget.

Ineligible Facilities

FUN Park Grant funds may be used only for construction, materials, labor, fixed equipment, and professional design/administration fees. Grant funds may not be used for:

- Construction of swimming pools or splash pads
- Enclosed structures including restrooms or concession stands
- Purchase or lease park property
- Regular maintenance of existing parks
- Removable equipment or facilities
- Purchase of tools and construction equipment
- Supplies such as gloves, bats, balls, etc.
- Salaries for public officials and/or city workers
- Fees to prepare the application

FUN Park Grant funds may not be used as a match for any other grant program administered by the Department of Parks and Tourism or any other state agency.

Facilities Eligible for Grant Funding

Construction and/or installation of open-air outdoor recreation facilities are eligible for grant funding. Priority will be given to facilities that provide a balance of passive and active recreation activities for children and

adults at the park. Facilities shall be designed for public use. The Outdoor Recreation Grants Program staff will review all design drawings and specifications submitted by each FUN Park grantee and determine if the proposed development is acceptable.

FUN Park Grant funds may also be used for renovating existing outdoor recreation facilities. Examples of renovations to existing facilities include re-roofing existing pavilions, replenishing fall zone material at an existing playground, and parking improvements.

Most commercial recreation equipment vendors can provide FUN Park Grant applicants with a variety of options for modular playground structures, pavilions, basketball goals, ball field backstops, picnic tables, grills, etc. suitable for public use. Used construction materials or facilities are not allowable unless approved by department staff prior to use. Applicants are encouraged to compare costs and features from a number of park equipment vendors.

The following is a partial listing of common outdoor recreation facilities including requirements and factors to consider for each:

Playgrounds

A playground shall consist of an integral play structure, separate play equipment or combination of both. Installing play equipment locally is possible but may involve assuming liability for improper installation. Applicant should consult with park and play equipment vendors concerning installation options. Many offer installation instructions and/or supervision for local volunteers.

All playground equipment shall be new and selected in accordance with guidelines established by the U. S. Consumer Product Safety Commission (CPSC). Equipment selected shall be commercial grade and suitable for public use. This type of equipment is typically constructed of powder coated or galvanized steel to prevent rust and deterioration. Manufacturer's instructions regarding the installation of equipment shall be followed. Locally-constructed playground equipment will not be approved for FUN Park Grant funding.

Impact material

Areas under play equipment shall have impact-absorbing material approved by the Consumer Product Safety Commission (CPSC) below play equipment. One of the most cost-effective impact materials is engineered wood fiber which should be contained by a durable edging such as modular edging designed for this purpose. Both impact material and containment edging shall be installed in accordance with manufacturer's instructions.

At least one ramp into the playground area from the walkway system in the park

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must be installed to assure wheelchair accessibility. This type of ramp may be purchased from playground equipment vendors or may be incorporated into the concrete walkway leading to the playground. Installed ramp shall be at least 3' wide with a maximum slope of 8%.

A variety of other types of impact surfaces may be used including rubberized poured-in-place material and tiles. Any impact surfacing must be installed under and around play equipment as specified by the manufacturer.

Pavilions

Grantee may construct a site-built pavilion or install a commercial pavilion. Generally the interior space of a pavilion should be large enough to contain four 8-foot-long tables, generally 16' x 24' inside the supporting posts. Pavilions shall be constructed of durable materials that will resist weathering and heavy use.

The floor of the pavilion should be concrete constructed on compacted sub-grade and crushed stone base, reinforced as appropriate for local soil and site conditions, crowned in the center for positive drainage, and extend beyond roof line to disperse roof runoff without creating erosion. Adjacent soil shall be built up to be flush with the concrete surface to avoid tripping hazard.

Picnic Tables

Tables purchased with FUN Park funds shall be commercial grade with either galvanized or powder-coated tubular steel frames. Vinyl-coated expanded steel picnic tables are recommend. One picnic table must be wheelchair accessible.

Cook Grills

Firebox should be constructed of heavy gauge steel with openings for drainage. The grill should be mounted 30 to 34 inches above grade on a pedestal for accessibility.

Benches

Benches purchased with FUN Park funds must be permanently mounted. Vinyl-coated expanded steel benches are recommended. Benches shall be securely mounted as specified by the manufacturer.

Trash and Recycling Receptacles

A variety of trash and recycling receptacles are commercially available from park equipment vendors but, because grant funds are limited, grantees may consider using steel drums with holes drilled in the bottom for drainage.

Parking

Parking should be graded for positive drainage and surfaced with compacted crushed stone, asphalt, or concrete. Parking lot must include at least one clearly marked wheelchair-accessible paved parking space that shall be a minimum of 9 feet wide with an adjacent 5 feet wide access aisle that is striped. The access aisle shall connect to paved walkway for barrier free access to all funded park facilities.

Exercise Trails

Trail should be a minimum of 6' wide, preferably 8' wide, to accommodate multiple users at the same time. Recommended layout of the trail is a serpentine loop with a length of approximately 1/4-mile to provide an enjoyable walking experience and allow for varied user fitness levels. One or more benches should be installed along the trail to provide resting station(s) for trail users.

Asphalt paving over crushed stone base is preferred but concrete paving is also an acceptable trail surface. Grades should not to exceed 5% and accessible from designated handicapped-accessible parking space(s).

Estimated Project Cost

Applicants must complete an Estimated Project Cost form for their proposed FUN Park Grant project (See page 11; fillable form may be found on our website www.outdoorgrants.com). Applicant should establish realistic costs for their proposed FUN Park Grant project to assure that they will have adequate funding if they receive a grant award. Facilities and project elements listed on the Estimated Project Cost form will be the basis of the Contract Agreement.

Applicants may use the following means to determine facility costs:

- Architect or engineer may develop a cost estimate for the project
- Quotes or estimates for materials from local builder supply vendors
- Quotes or estimates from local contractors
- Quotes or estimates from park equipment vendors

Applicants will receive 4 points on their FUN Park Scoring if they include project cost estimates from an architect or engineer, quotes or estimates from vendors, and/or quotes or estimates from contractors for all of elements on the Estimated Project Cost form. Applicants will receive 2 points on their FUN Park Scoring if they include project cost estimates from an architect or engineer, quotes or estimates from vendors, and/or quotes or estimates from contractors for some of elements on the Estimated Project Cost form.

Grantee may use excess grant funds to construct barrier-free access to existing facilities at the project site. Other expenditures of excess grant funds must have prior approval of department staff.

Site Development Plan

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A site development plan is not required with the FUN Park Grant application but may be included if the applicant wishes to illustrate their project to the Outdoor Recreation Grants Advisory Committee. Applicants will receive 2 points on their FUN Park Scoring if they include a site plan showing all proposed and existing facilities on the site.

Contract Agreement

Before any grant funds are released and before any grant-funded construction may begin, the mayor or county judge will be required to sign a Contract Agreement with our agency. Prior to receiving a fully-executed Contract Agreement, the applicant may, at their own expense, complete any site preparations for which grant funds will not be involved. The Contract Agreement will be based on funding recommendations from the Grants Advisory Committee and approval by department staff. Project should be completed within one year of contract date. Failure to complete project within this time frame may affect Grantee's eligibility to be awarded future grants from the Outdoor Recreation Grants Program.

Post-completion Responsibilities

Upon completion of project, the Grantee must submit copies of invoices and canceled checks proving that all grant funds were spent and that those expenditures were for project facilities and A/E expenses that are itemized on the Contract Agreement. A permanent FUN Park Grant program acknowledgment sign will be provided to the Grantee for placement in a prominent location in the park.

FUN Park Grant-funded facilities must be open to the general public at all reasonable times and consistent with guidelines outlined in the Americans with Disabilities Act (ADA) as amended. Park facilities may occasionally be reserved for special events or closed for limited periods for security purposes. Following completion, the grantee may make reasonable rules governing park use.

Facilities developed with assistance from the FUN Park grant program must be kept in good condition for public use and kept open for public use at reasonable hours of the day and times of the year. If the 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.

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Application Checklist

1. ____ Original project application signed only by the Mayor or County Judge.

2. ____ Copy of a recorded deed, recorded lease, or letter of intent to sell, lease, or donate to the applicant (incorporated municipality or the county).

3. ____ City Council Resolution or Quorum Court Order supporting and approving application and signed by the Mayor or County Judge.

4. ____ Completed Project Cost estimate signed only by the Mayor or County Judge (page 11; fillable form available on our website www.outdoorgrants.com).

5. ____ Copies of quotes from contractor(s) and/or vendor(s) for items that are listed on the Estimated Project Cost form.

6. ____ Letter from architect or engineer (A/E), licensed in the State of Arkansas, to assist them with their project (e.g. signed letter from A/E, on letterhead, stating that they will assist with the project if applicant receives a grant).

Estimated Project Cost

APPLICANT: _____

The following information reflects the scope and budget of your FUN Park grant application.

LINEITEM:	ESTIMATEDCOST:
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	
10. _____	

TOTAL (cannot exceed \$50,000): \$ _____

"I hereby certify that the above information is correct to the best of my knowledge."

SIGNED: _____

TITLE: _____

DATE: _____

FY 2020 FUN Park Grant Program Application

A. Applicant Name: _____

Mailing Address: _____

City: _____ Zip: _____

County: _____ Phone Number: () _____

B. Requested amount as reflected on Estimated Project Cost form: _____

C. Certification of Chief Executive Officer:

“I hereby certify that the information contained herein is true and correct to the best of my knowledge. I also understand if a FUN Park Grant is awarded, the city or county that I represent must accept responsibility to maintain and protect the park and its facilities for a minimum of 25 years subsequent to the date of the award.”

Signature: _____ Mayor County Judge

Printed Name: _____ Date: _____

Community Name if sponsored by County: _____

D. If awarded a grant, an ORGP staff person will be regularly visiting your park site over the next 25 years. Please provide detailed instructions on how to get to the park from nearest major highway:

E. Does your city presently have one or more public parks? Yes No

F. If the answer to the above question is yes, what facilities presently exist in your park(s)?

G. If the answer to the above question is yes, who maintains the facilities that currently exist in your park(s)?

H. Project Justification: How did you determine the need these park facilities?

I. Operating and maintaining a park takes people and financial resources. Will the city or county sponsor include money in their annual budget for park maintenance? Yes No

J. Attached is a: *Deed* *Lease* *Letter of intent to donate or lease* the property for park development.

K. Provide a written description of how each facility within the FUN Park will be developed.

L. If the anticipated total cost exceeds the grant amount, including Architectural/Engineering fees, will the applicant be able to complete the project? Yes No If yes, where will the additional money will come from?

M. List the individuals who will be directly involved with day-to-day progress of the project including individual who will coordinate with the licensed Architect or Engineer, the individual who will be responsible for paying the bills and keeping the project records, and the individual who will conduct regular park maintenance?

N. What makes this a good site to develop this park?

Appendix 1 - FUN Park Grant Scoring System

Documents submitted after the application deadline will not be scored

1. Applicant scheduled a site visit with their Project Officer:

Before July 1	5 points
Between July 1 and July 31	3 points
Did not schedule a site visit	0 points

max: 5pts

2. Applicant has received a grant from ORGP within the past:

Never	5 points
21 years	3 points
11-20 years	1 point
10 years	0 points

max: 5pts

3. Applicant provided a site plan showing all proposed and existing facilities within the site:

Did	1 point
Did Not	0 points

4. Applicant provided documentation that a community outreach meeting was conducted:

** Public meetings must be advertised at least 7 calendar days in advance*

** Advertising flyers must be posted in prominent locations*

Before July 1	5 points
Between July 1 and July 31	3 points
Did not conduct meeting	0 points

max: 5pts

5. Applicant provided price quotes from vendors and/or contractors for facilities or elements of the proposed project:

** Applicant does not need a quote from A/E to meet this requirement*

All facilities and elements	4 points
Some facilities and elements	2 points
Did not provide price quotes	0 points

max: 4pts

6. Applicant provided a copy of either a land deed or lease from a state or federal agency:

** A lease from other than state or federal agencies are allowable, but will not be counted as points on the application's scoring system*

Did	2 points
Did Not	0 points

7. Applicant provided a signed letter from an architect or engineer stating they will assist with the project upon award

** Letter must be on the architect or engineer's letterhead*

Did	2 points
Did Not	0 points

8. Application was submitted without any deficiencies:

Yes	3 points
No	0 points

Total Score _____ / 27

Appendix 2 - Resolution Example

RESOLUTION No. _____

WHEREAS, _____, Arkansas recognizes the need to provide public recreation facilities for its' local citizens and visitors; and

WHEREAS, the City/County wishes to apply for FUN Park grant funds through the Arkansas Department of Parks and Tourism to develop a public park at the following park or location:

_____ ; and

WHEREAS, the Mayor/County Judge and the City Council/Quorum Court understands that if granted funds for park development, they must provide land , by lease or ownership, to develop park facilities on; and

WHEREAS, _____, Arkansas will sign a contract agreeing to provide the necessary resources to maintain this park and facilities for a period of 25 years;

NOW, THEREFORE, BE IT RESOLVED the City Council/Quorum Court of _____, Arkansas hereby authorizes the Mayor/County Judge to submit an application for grant funding to the Arkansas Department of Parks and Tourism to develop a public park.

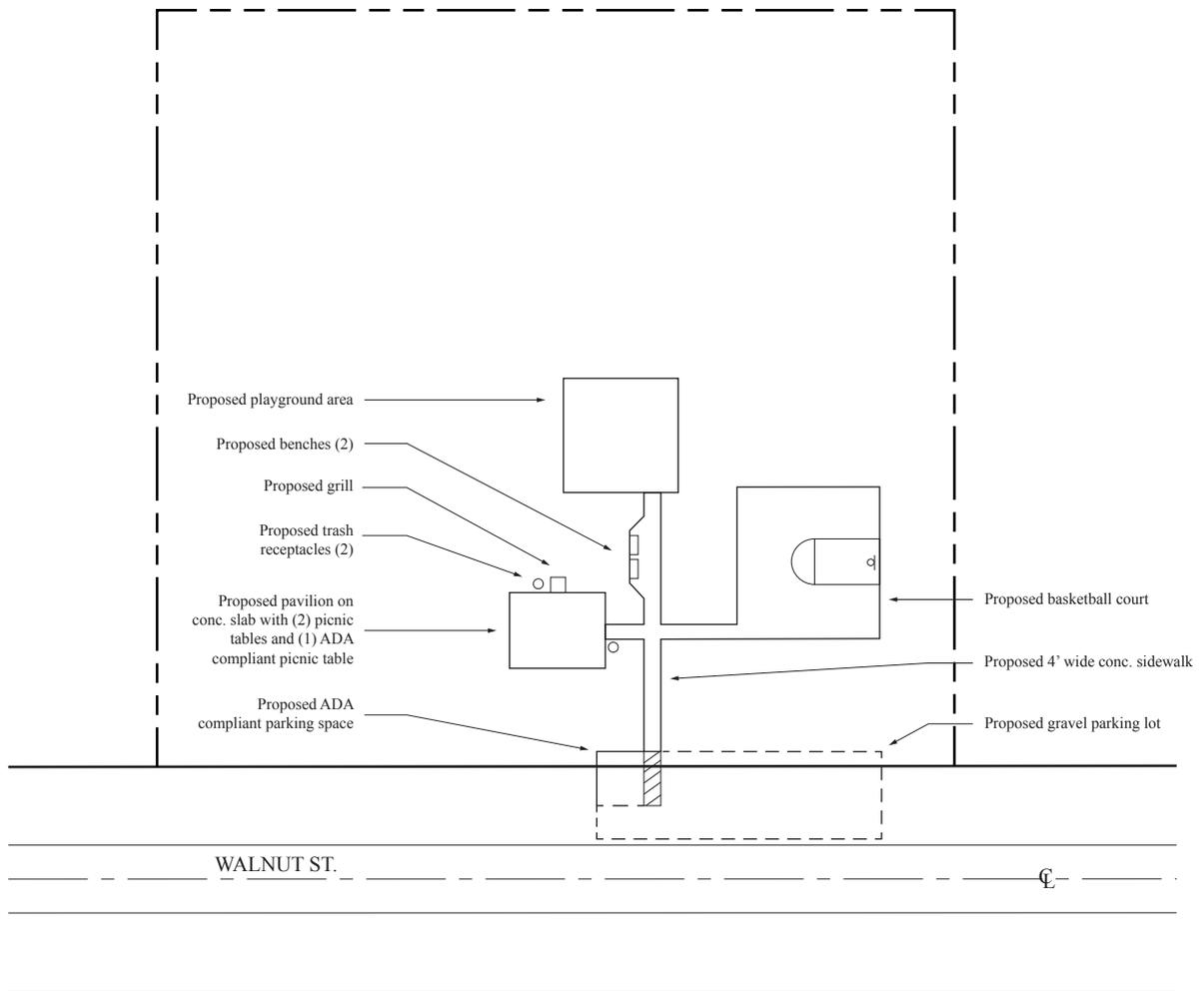
Passed this _____ day of _____, 2020

APPROVED: Mayor/County Judge

Clerk

Appendix 3 - Site Plan

SITE PLAN
Sampleville City Park
Not to Scale Date: March 1, 2099



Appendix 4 - Intent to Lease or Sell Letter

June 30, 2020

The Honorable (Mayor or County Judge)
(Mayor's or County Judge's name)
Street Address
(City name), Arkansas (Zip Code)

Dear Mayor's or County Judge's name:

I am hereby submitting this letter confirming my intent to sell (or lease to the City of Anytown, for a term of 25 years), a _-acre parcel of land located at (street address). The execution of this (sale or lease) is contingent on the City of Anytown receiving a FY 2020 FUN Park Grant from the Arkansas Department of Parks and Tourism to develop a public park.

If I can be of further assistance, please do not hesitate to call me at (501) 555-5555.

Sincerely,

(Owner signature)

(Owner name)

Appendix 5 - Sources of Application Preparation Assistance

**Arkansas Department of Parks and
Tourism - Outdoor Recreation
Grants Program**

1 Capitol Mall
Little Rock, AR 72201
(501) 682-1301

Program Director: John Beneke

Project Officers: Matt McNair
Mike Sprague
Zach Foster

**Central Arkansas Planning
and Development District**

902 N. Center Street
Lonoke, Arkansas 72086
Telephone (501) 676-3126

**East Arkansas Planning and
Development District**

2905 King Street
Jonesboro, Arkansas 72403
Telephone (870) 932-3957

**Northwest Arkansas Regional
Planning Commission**

1311 Clayton Street
Springdale, Arkansas 72762
Telephone (479) 751-7125

**Northwest Arkansas Economic
Development District**

818 Hwy 62-65-412 North
Harrison, Arkansas 72602
Telephone (870) 741-5404

**Southeast Arkansas Economic
Development District**

721 S. Walnut Street
Pine Bluff, Arkansas 71601
Telephone (870) 536-1971

**Southwest Arkansas Planning
and Development District**

101 Business Park Drive
Magnolia, Arkansas 71754
Telephone (870) 234-4030

**West Central Arkansas Planning and
Development District**

1000 Central Avenue
Hot Springs, Arkansas 71902
Telephone (501) 525-7577

**Western Arkansas Planning
and Development District**

1109 South 16th Street
Fort Smith, Arkansas 72901
Telephone (479) 785-2651

**White River Planning
and Development District**

1652 White Drive
Batesville, Arkansas 72501
Telephone (870) 793-5233

