

Texas Parks & Wildlife Department  
Recreation Grants Branch

# LOCAL PARK GRANT PROGRAM

Small Community Recreation Grant  
Application Materials

Revised August 2008

This program is limited to cities and  
counties with a population of 20,000 or less

**Annual Deadline: January 31<sup>st</sup>**



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## **Local Park Grant Program**

### **Texas Parks and Wildlife Department Mission Statement**

To manage and conserve the natural and cultural resources of Texas and to provide hunting, fishing, and outdoor recreation opportunities for the use and enjoyment of present and future generations.

### **Recreation Grants Branch Mission Statement**

To assist communities in providing recreation and conservation opportunities for the use and enjoyment of present and future generations.

## Recreation Grants Branch Staff Directory

<p style="text-align: center;"><b>Mailing Address</b></p> <p>Texas Parks &amp; Wildlife Recreation Grants Branch 4200 Smith School Road Austin, Texas 78744</p>		<p style="text-align: center;"><b>Office Location</b></p> <p>Texas Parks &amp; Wildlife Recreation Grants Branch 1340 Airport Commerce Drive Building 6, Suite 600A Austin, Texas 78741</p>
<p><b>Web:</b> <a href="http://www.tpwd.state.tx.us/business/grants/">http://www.tpwd.state.tx.us/business/grants/</a>  <b>Email:</b> <a href="mailto:Rec.Grants@tpwd.state.tx.us">Rec.Grants@tpwd.state.tx.us</a>  <b>Tel:</b> (512) 389-8224  <b>Fax:</b> (512) 389-8242            TPWD Main Numbers 1-800-792-1112 or 512 389-4800</p>		

<u><b>Name</b></u>	<u><b>Office #</b></u>
<b>Tim Hogsett, Director</b> .....	389-8224
 <b>Local Park Grants Section</b>	
Jill Parrish, Manager .....	389-8175
Wendy Kovach .....	389-8322
Roxane Eley .....	389-8109
Pat Welch .....	389-8862
 <b>Fiscal Section</b>	
Ramon Riquelme, Head .....	389-8210
Robert Urbina .....	389-8116
Will vanWisse .....	389-8714
Robin Kolton .....	389-8104
 <b>Community Outdoor Outreach Program</b>	
Darlene Lewis, Head .....	389-8745
Dana Lagarde .....	389-8056
 <b>Non-TRPA Grants (Boating, Trail, &amp; Pumpout)</b>	
Andy Goldbloom, Head .....	389-8128
Steve Thompson .....	389-8230
 <b>Administrative Staff</b>	
Renee Serrano, Manager .....	389-8171
Chris Contreras .....	389-8224

# SMALL COMMUNITY PARK GRANT PROGRAM

## GENERAL INFORMATION

The Texas Parks & Wildlife Department, Recreation Grants Branch (the Department) administers the Local Park Grant Program for **Small Community Park Grants** to assist local units of government, with population of 20,000 or less, with the acquisition and/or development of public recreation areas and facilities. The Program provides 50% matching fund, reimbursement grants to eligible local governments. In other words, the Department can award \$1 for every dollar of eligible match provided by the sponsor, up to \$75,000.00. Small Community grants are awarded by the Parks & Wildlife Commission once each year, as funds are available.

The legal project sponsor is responsible for:

- application content
- project administration
- program compliance

If other individuals are used to write the application or assist with project administration, the Department can only recognize the legal sponsor as the responsible party. All project correspondence, documentation, and commitments must be made and submitted by the legal project sponsor.

Only one application per eligible sponsor per grant program cycle will be accepted.

### WHAT IS THE MAXIMUM GRANT AMOUNT?

The maximum amount of matching fund which may be requested under the Small Community grants is \$75,000.00. **REMEMBER:** This is a reimbursement program. This means that fifty percent (50%) of the actual expenditures, up to \$75,000.00, will be reimbursed during the project period as billings are submitted. Your **original project estimates** will determine the support ceiling. Sponsors **must have start-up funds** available to cover project expenses until reimbursement requests can be processed.

### WHO IS ELIGIBLE TO RECEIVE FUNDS?

Eligible applicants include cities and counties with populations of 20,000 or less, and are legally responsible for providing public recreation services to their citizens. Questions regarding eligibility should be directed to the Department at 512-389-8224 or by email at [Rec.Grants@tpwd.state.tx.us](mailto:Rec.Grants@tpwd.state.tx.us).

### WHAT CAN I USE TO MATCH A SMALL COMMUNITY GRANT?

Grant funds are provided on a matching basis with the local sponsor (city or county) providing fifty percent (50%) of the project costs. The sponsor's matching share may come from a number of sources including, but not limited to the following:

- Capital improvement and revenue bonds
- Local appropriations (i.e. cash)
- 4B funds (economic development sales tax)
- In-kind labor, equipment, and materials to be provided by the sponsor or another governmental/ educational entity

- The value of sponsor or publicly-owned non-parkland (must be proposed as acquisition in the application budget). **Land leased from another governmental entity cannot be used as the sponsor's local match.**
- The value of the land (or fees) to be received as the result of local mandatory park dedication requirements
- The value of privately donated land, cash, labor, equipment, and materials
- Other eligible state/federal grants or resources, including but not limited to: Coastal Management Program, Community Development Block Grants, Fish and Wildlife Service.

Questions regarding matching share eligibility should be directed to the Recreation Grants Branch at 512-389-8224 or by email at [Rec.Grants@tpwd.state.tx.us](mailto:Rec.Grants@tpwd.state.tx.us).

## HOW DO I APPLY FOR A SMALL COMMUNITY GRANT?

### WHEN TO SUBMIT AN APPLICATION

Submit four (4) full sets of the required application documents (1 with original signatures and 3 copies) – the original in a 3-ring binder and the remaining 3 copies secured with a clip. Applications must be received by 5:00 p.m. on the submission date OR postmarked as mailed on the submission date.

<u>Program</u>	<u>Submission Date</u>	<u>Award Date</u>
Small Community	January 31 <sup>st</sup>	late August

### WHERE DO I SUBMIT MY APPLICATION?

Mailing Address:

Recreation Grants Branch  
 Texas Parks & Wildlife Department  
 4200 Smith School Road  
 Austin TX 78744

Physical Address

Recreation Grants Branch  
 1340 Airport Commerce Dr.  
 Bldg 6, Ste 600A  
 Austin TX 78741

### PUBLIC HEARING REQUIREMENTS

All grant applications must receive at least one public hearing prior to submission in compliance with the Texas Open Meetings Act. The hearing may be a separate public meeting, or it may occur at the time the governing body regularly meets. At this public hearing, the governing body must pass the resolution authorizing application submission. The public hearing must be properly posted and advertised in compliance with the Texas Open Meetings Act, and there must be an opportunity for public comment.

Projects involving floodplain or wetland areas are subject to additional requirements (see *Environmental Assessment Instructions* in this guide).

Sponsors must certify on the *Applicant's Certification & Program Assurances* form that the public hearing requirement has been met. For more information on the Open Meetings Act see:

<http://www.oag.state.tx.us/>

## **COUNCIL OF GOVERNMENTS REVIEW (TRACS)**

You must submit a copy of the application to the appropriate regional planning council of governments (COG) for Texas Review and Comments System (TRACS) consideration. More information about TRACS can be found on the Governor's website at:

<http://www.governor.state.tx.us/divisions/tracs/>

## **WHAT SHOULD I EXPECT AFTER SUBMISSION?**

The process of reviewing grant applications requires about six months, and includes:

- technical review by the Recreation Grants Branch staff
- environmental review by the Department's Fisheries and Wildlife divisions staff
- historic/archeological review by the Texas Historical Commission staff
- on-site visit by Recreation Grants Branch staff

When all of the information necessary to complete the application is received, the project is scored, put in priority order by score, and resulting recommendations are presented to the Parks & Wildlife Commission.

The Parks & Wildlife Commission makes all final decisions regarding award of program funds. Each project sponsor will be notified of the staff's recommendation shortly before the Parks & Wildlife Commission hearing. The public is welcome to attend and participate at the hearing.

## **ENVIRONMENTAL RESOURCE REVIEW**

Recreation Grants will coordinate the review of your project with the resources staff at TPWD. Refer to Part 6 in the Supplemental Information manual regarding the resource review. If endangered/threatened species have the potential to be located on the project site, additional environmental coordination and/or a survey may be required. You will be notified of the required survey. The environmental resource survey approval must be received prior to any construction or reimbursement. Guidelines will be provided on request. The cost of an environmental survey is eligible for 50% grant reimbursement, if budgeted.

## **CULTURAL RESOURCES SURVEY**

Recreation Grants will coordinate the review of your project with the Texas Historical Commission (THC). If a cultural resource survey is required, you will be notified. Cultural resource survey approval must be received prior to any construction or reimbursement. See Cultural Resource Survey Guidelines in the Supplemental Information manual, Part 7. The cost of a survey required by THC is eligible for 50% grant reimbursement, if budgeted.

## **HOW ARE GRANTS AWARDED?**

Recreation Grants uses the Project Priority Scoring System to evaluate and rank all applications. The scoring criteria are included as part of this grant application.

## **WHAT HAPPENS AFTER I AM AWARDED A GRANT?**

As soon as possible after approval by the Parks and Wildlife Commission, a Project Agreement (contract), and supporting documents will be sent to you. The Agreement will be for approximately 3 years, with specific timelines for the completion of the project. Please refer to the Summary of Guidelines that will be included with the Agreement. Please be aware of the requirements listed below. A complete set of instructions, *Instructions for Approved Projects*, will be provided with the Agreement.

## **BARRIER-FREE ACCESSIBILITY**

All new projects must ensure that support facilities in the area proposed for grant assistance meet current barrier-free accessibility standards. If funds are needed to make existing facilities accessible, this may be included in the proposed project. Program funds will not be approved unless accessibility requirements are satisfactorily realized.

Construction plans and specifications for approved grant projects must be received by the Department and registered with the Elimination of Architectural Barriers Program at the Texas Department of Licensing and Regulation. For more information contact:

Elimination of Architectural Barriers Program  
Texas Department of Licensing & Regulation  
P.O. Box 12157, Austin, TX 78711  
512/463-6599

<http://www.license.state.tx.us/ab/ab.htm>

## **SINGLE AUDIT REQUIREMENTS**

It is the responsibility of the sponsor to have a Single Audit done annually according to the Texas Single Audit Circular for state funded projects, and according to OMB Circular A-133 for federally funded projects. A copy of this audit must be furnished to the Department when completed. Contact the Fiscal Section of the Recreation Grants Branch for questions regarding this audit.

## **GRANT PERFORMANCE AND COMPLIANCE**

Due to the limited availability of and excessive requests for grant funds, the Parks & Wildlife Commission adopted the *Summary of Guidelines for Administration of Local Park Grant Program Acquisition & Development Projects* (Guidelines). The Guidelines identify performance and compliance standards for sponsors with active Local Park Grant Program projects, and for previous TRPA, Land & Water Conservation Fund, or Texas Local Parks, Recreation & Open Space Fund project grants seeking new project funding.

The intent of the Guidelines is to ensure that sponsors are:

- expending funds in a timely manner
- expending funds in an efficient manner
- in full compliance with program requirements for previously assisted sites

## **WE ARE JOINTLY COMMITTED**

Both the Department and the project sponsor are committed to long-term program compliance. This includes compliance at Local Park Grant Program assisted sites, and at previously assisted Land and Water Conservation Fund and Texas Local Parks, Recreation & Open Space Fund assisted grant sites. Even after the project is completed and all grant funds have been reimbursed, our commitment to the requirements of the programs continue. Information on Post Project Responsibilities is located in the Supplemental Information manual, Part 10.

**Welcome to the Grant Application materials.** The remaining documents in this manual are fillable forms. You can use the TAB key to move to each section. The text fields in the application are unlimited in the number of words you can use to answer the questions. Please contact Recreation Grants at 512-389-8224 if you have any problems or questions.



**Texas Parks & Wildlife Department  
Recreation Grants Branch**

# **LOCAL PARK GRANT PROGRAM**

## **Small Community Recreation Grant Application Cover Page**

To the best of my knowledge and belief, all documentation in this application is true and correct; the application has been duly authorized by the governing body of the sponsor; and the sponsor agrees to comply with all program rules and procedures if grant assistance is awarded.

\_\_\_\_\_  
Signature of Official Authorized in Resolution

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Area Code/Telephone Number

Print this page, complete the certification and attach to the application.

# SMALL COMMUNITY PARK GRANT PROGRAM

## APPLICATION CHECKLIST

This checklist is provided to assist with the preparation and submission of a grant application through the Local Park Grant Program. Please organize documents in the order listed below and submit four (4) full sets of all required documentation (1 with original signatures and 3 copies), separately bound with only one hard binder. A fillable version of the [Application Checklist](#) is available in [Appendix B](#).

**The Department reserves the right to return applications which are not complete, in fairness to other applicants competing for limited program funds. Please be sure to include all required documents, follow instructions closely, and call Recreation Grants at 512-389-8224 if you have any questions.**

The following documents are required for a complete application:

- Application Cover Page
- Cover Letter
- Resolution Authorizing the Application (executed)
- Applicant's Certification and Program Assurances (executed)
- Application Form Part I
- Application Form Part II
- Letters of Commitment for all Land, Cash, Labor, Equipment and Materials to be Donated
- Letters of Commitment and Draft Agreements for all other Governmental/School Participation
- Location Map of project site
- Project Narrative
- Environmental Essay
  - Photographs of the Project Area (include existing facilities, water bodies, special features, overhead utility lines, etc.)
- Acquisition Documentation (if applicable)
  - Acquisition Schedule
  - Five-Year History of Property Conveyance (**donations only**)
  - Boundary Map (w/ legal description)
  - Assurance of Eligibility (**publicly owned non-parkland only**)
  - Preliminary Valuation Letter
  - Waiver of Retroactivity (if previously approved)
- Budget Summary of Project Elements and Costs
- Site Plan
- Floor Plan (enclosed facilities only)
- Regional Planning Commission "TRACS" Letter (or letter of submission)
- Proof of Ownership and Legal Control (Recorded Deeds, Draft Lease/Easement Agreements)
- Proof Sponsor Can Prevent Surface Drilling/Mining of the Project Site (ordinance, zoning, mineral rights, etc.)

# SMALL COMMUNITY PARK GRANT

## APPLICATION FORM PART I – GENERAL INFORMATION

### I. SPONSOR INFORMATION

- A. Sponsor Name: \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. Comptroller Identification Number: \_\_\_\_\_
- D. Official Contact Name/Title: \_\_\_\_\_
- E. Phone and Fax Numbers: \_\_\_\_\_
- F. Email Address: \_\_\_\_\_

### II. CONTACT INFORMATION – Administrative Official (day-to-day contact, **must be** sponsor staff)

- A. Name: \_\_\_\_\_
- B. Title: \_\_\_\_\_
- C. Phone Number: \_\_\_\_\_
- D. Email Address: \_\_\_\_\_

### III. PROJECT

- A. Name: \_\_\_\_\_
- B. Physical Address: \_\_\_\_\_
- C. GPS Coordinates (if available): \_\_\_\_\_

### IV. CITY & COUNTY: \_\_\_\_\_

### V. LEGISLATIVE AND CONGRESSIONAL DISTRICTS

State Legislative District Numbers: ([www.senate.state.tx.us](http://www.senate.state.tx.us). Go to Senators/Who Represents Me?). Key in the **project location address** (not the sponsor address) to look up your district numbers. Please print the webpage and include with your application.

Texas Senate: \_\_\_\_\_ Texas House: \_\_\_\_\_ U.S. Congress \_\_\_\_\_

### VI. MATCHING FUNDS REQUESTED (50% OF PROJECT): \$ \_\_\_\_\_ (Not to exceed \$75,000)

# SMALL COMMUNITY RECREATION - LOCAL PARK GRANT PROGRAM

## APPLICATION FORM – PART II – SOURCE OF MATCH

### I. SPONSOR MATCHING SHARE

A. Voter-Approved Capital Improvement Bonds	\$ _____
B. Sponsor Appropriations: (cash, 4-B, EDC, etc.)	\$ _____
C. Sponsor In-House Labor, Equipment, Materials	\$ _____
D. Sponsor/Publicly Owned Non-Parkland (Include Assurance of Eligibility)	\$ _____
E. Private Donations of Land *	\$ _____
F. Private Donations of Cash *	\$ _____
G. Private Donations of Labor, Equipment, Materials *	\$ _____
H. Other Governmental/Educational Resources * (Specify in Section C)	\$ _____
I. Other Grants * (Specify in Section C)	\$ _____
J. Other Funds/Resources * (Specify in Section C)	\$ _____
<b>TOTAL SPONSOR SHARE (Add Lines 1 through 10)</b>	<b>\$ _____</b>

NOT TO EXCEED \$75,000

\* = Include letter(s) of commitment

### II. ESTIMATED TOTAL COST OF PROJECT \$ \_\_\_\_\_

Show additional resources and/or additional sponsor costs, if any, in excess of \$150,000 in Section C

\_\_\_\_\_

### III. EXPLANATIONS

Type or print explanations; include additional pages if necessary

\_\_\_\_\_

## SAMPLE LOCATION MAP



The Location Map should be a city map and/or county map with **legible** street names and identification of the proposed project site(s). A vicinity map may be needed to locate the general area where site is located. Map(s) should be full page. The sample map above is pictured small due to file size limitations.

Remove this page from the application packet and  
insert the Location Map for your project here.

# SMALL COMMUNITY PARK GRANT PROGRAM

## PROJECT NARRATIVE INSTRUCTIONS

The Narrative describes all elements of the project and the need for assistance. Each section of the Narrative should be clear and concise. If the application is to be successful you **must** clearly state **what** is proposed, **why** it is needed, and **how** it is to be accomplished. Make sure all information is consistent with similar information elsewhere in the application. The fillable sections below have unlimited text space and will expand to accommodate the information you need to provide.

### I. GENERAL INFORMATION

A. Name of the project sponsor and the project name \_\_\_\_\_

B. Who prepared the project narrative? What is their relationship to the sponsor?  
\_\_\_\_\_

### II. DESCRIPTION OF PROPOSED PROJECT

Briefly describe elements of the project for which assistance is requested.

A. If land is to be acquired:

- give the acreage \_\_\_\_\_
- method of acquisition (purchase, donation, condemnation, dedication, use of sponsor-owned non-parkland, or any combination), \_\_\_\_\_
- if a Waiver of Retroactivity has been obtained for the acquisition sites prior to the application. \_\_\_\_\_

B. If development is proposed

- specify what new facilities are to be constructed \_\_\_\_\_
- specify any existing facilities that are to be retained, renovated, removed, or demolished \_\_\_\_\_
- describe which improvements will be constructed by:
  - contract, force account/in-kind services, \_\_\_\_\_
  - the assistance of other governmental entities, \_\_\_\_\_
  - through volunteer efforts, \_\_\_\_\_
  - any combination of these methods. \_\_\_\_\_
- provide a list of proposed plants for landscaping or habitat revegetation if available (will be required if project is approved) \_\_\_\_\_

NOTE: proposed landscaping **must not** include **invasive species** (a state approved list is being compiled), use the link: <http://www.invasivespeciesinfo.gov/plants/main.shtml> for reference

### III. PROJECT JUSTIFICATION

Thoroughly describe:

A. **What** recreational needs will be accomplished through the project \_\_\_\_\_

B. **Why** they are needed. \_\_\_\_\_

- C.** Are facilities available, if yes, provide details.
- at the project site \_\_\_\_\_
  - in the project's intended service area \_\_\_\_\_
  - within the sponsor's jurisdiction \_\_\_\_\_
- D.** If the project service area is something other than the entire sponsor's jurisdiction, provide explanation \_\_\_\_\_
- E. How** the project relates to current and future public recreation needs
- in the intended project service area \_\_\_\_\_
  - the sponsor's jurisdiction area \_\_\_\_\_
- F. How** the project meets the goals of the TPWD *Land and Water Conservation and Recreation Plan*, specifically:
- Goal 1: Improve access to the outdoors. \_\_\_\_\_
  - Goal 2: Conserve, manage, operate, and promote [agency] sites for recreational opportunities, biodiversity, and the cultural heritage of Texas. \_\_\_\_\_
  - Goal 4: Increase participation in hunting, fishing, boating and outdoor recreation. \_\_\_\_\_

Available at: <a href="http://www.tpwd.state.tx.us/publications/pwdpubs/pwd_pl_e0100_0867/">http://www.tpwd.state.tx.us/publications/pwdpubs/pwd_pl_e0100_0867/</a>
---

- G.** Describe who will benefit from the project. \_\_\_\_\_
- include the economic benefit of the project to your community
  - if the project will lead to the growth of a conservation constituency in your area
- H.** Identify specific project elements that addresses selected criteria of Project Priority Scoring System; complete criteria is available in Appendix C.
- do not just state the criteria
  - be specific in your description of results and benefits to be realized, and
  - provide supporting documentation as necessary
- I.** How does the project improve geographic distribution or innovative use of park and recreation lands within the project's intended service area or within the sponsor's jurisdiction? \_\_\_\_\_
- J.** How does the project involve documented matching funds from sources other than the sponsor and/or additional outside cooperation not involving match? \_\_\_\_\_
- K.** How does the project propose the renovation of existing obsolete facilities? \_\_\_\_\_
- L.** How does the project promote environmentally responsible activities and development? \_\_\_\_\_
- M.** Does the project address any unique or innovative project elements, if YES, please explain:
- design features \_\_\_\_\_
  - special land uses, and/or \_\_\_\_\_
  - planning, or community involvement \_\_\_\_\_
- N.** Describe any relationships between the proposed project and other work planned, anticipated, presently underway. \_\_\_\_\_

#### IV. PROJECT ACTION PLAN

Provide an outline and tentative time schedule for implementing the proposed project.

\_\_\_\_\_

Sponsors are allowed approximately three years from the date of Commission approval to complete all project elements. Refer to the sample Summary of Guidelines in Appendix A.

#### V. SOURCE OF LOCAL MATCH

Explain the method(s) for financing the required local 50% matching share of the project.

##### A. Describe any federal/state grants or other governmental assistance

- If previous federal/state assistance has been received or is to be received for this project, identify the project name, number, and briefly describe the assistance with details of the project elements. \_\_\_\_\_
- If no assistance has been received, anticipated, or presently underway, state that fact.  
\_\_\_\_\_

##### B. Describe any private/non-profit/corporate grants, contributions or donations of cash, labor, equipment and/or materials, and inset copies behind Part II (Budget Information) in the application: \_\_\_\_\_

- Letter(s) of commitments
- Letter(s) of donations
- Grant award letter(s)

##### C. Describe other fund raising efforts toward the local match \_\_\_\_\_

##### D. Resources for state grants and ability to search for foundations or other non-profit grant sources are available at:

<http://www.texasonline.state.tx.us/tolapp/egrants/search.htm>

<http://www.governor.state.tx.us/divisions/stategrants>

#### VI. MAINTENANCE AND OPERATION

##### A. State who will operate and maintain the project area. The applicant (legal project sponsor) is responsible to the Department for the maintenance and operation of the fund supported area(s)/facilities. \_\_\_\_\_

##### B. Affirm maintenance of the permanent program acknowledgement sign provided by the Department at project completion (see the Supplemental Information manual). \_\_\_\_\_

##### C. If agreements exist (or are anticipated) for others to perform operation, programming and/or maintenance duties, describe such arrangements. \_\_\_\_\_

Project sponsors must ensure that:

- such written agreements are approved by the Department prior to implementation, and
- legal control of the site remains with the grant sponsor (see Post Project Responsibilities in the Supplemental Information manual, Part 10).



# LOCAL PARK GRANT PROGRAM

## ENVIRONMENTAL ESSAY INSTRUCTIONS

To implement the National Environmental Policy Act of 1969 (Public Law 91-190) all projects proposed for assistance must be assessed for their environmental effects. The essay must address the elements below. The essay need not be overly detailed or lengthy. It must provide pertinent information to allow a sound, defensible position to be taken. It must be factual and concise documentation and not merely additional justification for a project. A listing of the Applicable Environmental Laws and Regulations are available in the Supplemental Information manual, Part 5.

If the project involves more than one site, an environmental essay should be completed for each site.

### I. DESCRIPTION OF PROPOSED ACTION

BRIEFLY describe the project (including a list of the facilities to be developed), the need for the undertaking, and how and when the project is to be carried out. This should match the information provided in the Project Narrative. \_\_\_\_\_

The description should also include:

- Acres to be acquired
- Acres to be developed
- A general location description – street intersection (including street access)
- Project's relation to any federal, state, or local projects (if applicable)
- Coordination letters (if required):
  - U.S. Army Corps of Engineers
  - archeological/historical sites or surveying
  - Health Department clearance

### II. DESCRIPTION OF THE ENVIRONMENT

The actual project site and surrounding areas should be described. Information that should be addressed includes at a minimum:

Socio-economic Characteristics

- Surrounding land uses (residential, commercial, agricultural, etc.) \_\_\_\_\_
- Total population of the jurisdiction \_\_\_\_\_

Natural Characteristics

- Vegetation \_\_\_\_\_
- Topography \_\_\_\_\_
- Water resources \_\_\_\_\_
- Access to the site \_\_\_\_\_
- Outstanding characteristics \_\_\_\_\_
- Structures and improvements \_\_\_\_\_
- Utilities (what type and where are they located) \_\_\_\_\_
- Current property ownership \_\_\_\_\_

- Contains, or has habitat for:
  - threatened or endangered species of plant and wildlife \_\_\_\_\_
  - significant mineral values \_\_\_\_\_
  - unique geological formations \_\_\_\_\_
  - unique animal or plant ecosystems \_\_\_\_\_
  - cultural/archeological/historical sites \_\_\_\_\_

Illustrations, graphics, photographs, etc., regarding elements discussed in this section should be included.

NOTE: Grant funds **may not** be used to purchase or install **invasive plant species** at fund assisted sites. For your reference, use this link for examples of invasive species. <http://www.invasivespeciesinfo.gov/plants/main.shtml>. A plant list will be required if the approved project includes landscaping.

### III. ENVIRONMENTAL IMPACTS OF THE PROPOSED PROJECT

IMPACTS (or effects) are defined as direct or indirect changes in the existing environment which are anticipated as a result of the proposed action or related future actions. These impacts may be either beneficial or adverse, and should be identified in your description.

Describe the impacts in the table of environmental resources that would be affected by the project in the following table:

ENVIRONMENTAL RESOURCES	N/A	Negative Impacts	Minor Impacts	Describe Impacts
Geological resources: soils, slopes, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sound (noise impacts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water quality/quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stream flow characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marine/estuarine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Floodplains/wetlands *</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Species of special concern and habitat; state/ federal listed or proposed for listing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unique or important wildlife/ wildlife habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unique or important fish/habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recreation resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall special characteristics/features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Historical/cultural resources,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy/mineral resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Land/structures with history of contamination/hazardous materials (even if remediated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other important environmental resources that should be addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* See the following pages regarding required Floodplain and Wetland documentation

Impacts which are unknown or only partially understood should also be indicated. \_\_\_\_\_

Any off-site impacts such as downstream water quality, increased traffic on neighborhood roads or increased noise levels in surrounding areas, residential disturbance resulting from overflow lighting systems, etc., should be described. \_\_\_\_\_

#### **IV. MITIGATING MEASURES FOR ADVERSE IMPACTS**

Adverse impacts may have short-term or long-term effects. They should be identified as such and explained in this section.

For those impacts considered *adverse*, and caused as a result of actions proposed in the application, explain how they will be minimized or eliminated. *Adverse impacts which cannot be mitigated should be identified and discussed in the next section.* (You may not be able to mitigate every adverse impact, but each one should be considered.) \_\_\_\_\_

For example:

- The use of erosion controls to prevent soil run-off during construction.
- Facility designs which include measures to
  - ensure public safety
  - minimize environmental pollution
  - conserve energy
  - allow for cost-efficient maintenance
  - operation and security
  - the aiming of, or timed-use of lighting systems to minimize disturbances to adjacent property owners and nocturnal wildlife
- Replace or reestablish specialized habitat which will be lost or partially lost as a result of the project's actions.

#### **V. UNAVOIDABLE ADVERSE IMPACTS**

Those effects which cannot be mitigated should be explained and the effects weighed against the beneficial impacts of the project. Be objective as well as analytical, and avoid trying to justify or rationalize proposed actions. \_\_\_\_\_

#### **VI. ALTERNATIVES TO THE PROPOSED ACTION**

Describe any and all available alternatives to the proposed action. The alternative of *no action* must be specifically addressed. Also discuss the basis for rejections of any alternatives. \_\_\_\_\_

## VII. LISTING OF PUBLIC AND PRIVATE AGENCIES OR ORGANIZATIONS CONSULTED

List entities contacted for assistance, permitting, or documentation. \_\_\_\_\_

Check your local library, county engineer's office. Some sources of information on the web that may be helpful are:

- Texas Parks and Wildlife Department - [www.tpwd.state.tx.us](http://www.tpwd.state.tx.us)
- Texas Commission on Environmental Quality - [www.tceq.state.tx.us](http://www.tceq.state.tx.us)
- Texas Soil and Water Conservation District – [www.tsswcb.state.tx.us](http://www.tsswcb.state.tx.us)
- Texas Extension Service - [www.texasextension.tamu.edu/about/agn/php](http://www.texasextension.tamu.edu/about/agn/php) and [www.county-tx.tamu.edu](http://www.county-tx.tamu.edu)
- Texas Association of Regional Councils - [www.txregionalcouncil.org](http://www.txregionalcouncil.org)
- Texas Natural Resources – [www.tnris.org](http://www.tnris.org)
- US Army Corps of Engineers-Fort Worth - <http://www.swf.usace.army.mil/>
- US Army Corps of Engineers-Galveston - <http://www.swg.usace.army.mil/>
- Texas Forest Service <http://txforestservation.tamu.edu/main/default.aspx>
- General Land Office - <http://www.glo.state.tx.us/coastal/cc.html>
- Texas Engineering Extension Service - <http://tees.tamu.edu/>
- Office of Rural Community Affairs - <http://www.orca.state.tx.us/>
- Texas State Soil and Water Conservation Board - <http://www.tsswcb.state.tx.us/>
- Local River Authority

NOTE: A copy of all applications will be reviewed by the Fisheries and Wildlife divisions at TPWD. Information on the types of recommendations and comments you may receive can be found in the Supplemental Information manual, Part 6.

## FLOODPLAIN AND WETLAND DOCUMENTATION

All projects within a *floodplain, floodway, or wetland* area **must** include this documentation. Exemptions from this documentation are no longer valid. This section is necessary only if the project involves floodplain or wetland areas, pursuant to Executive Order 11988 (Floodplain Management) and Executive Order 11990 (Protection of Wetlands). If the project does not involve floodplain or wetland areas, **state that fact.**

### DEFINITIONS

Floodplain: The lowland and relatively flat areas adjoining inland and coastal waters including flood-prone areas of offshore islands, including at a minimum the 100-year floodplain.

Wetlands: Those areas that are inundated by surface or ground water with a frequency sufficient to support, and under normal circumstances do or would support, a prevalence of vegetative or aquatic life that requires saturated or seasonally saturated soil conditions for growth and reproduction. Wetlands generally include swamps, marshes, bogs, and similar areas such as sloughs, potholes, wet meadows, river overflows, mud flats, and natural ponds.

### DOCUMENTATION REQUIREMENTS

Public Notification: The project must inform the public that the proposed project will be located in a floodplain/wetland area, and that the project will have certain environmental impacts on that floodplain/wetland area, and must allow public comment. The following actions must be taken:

- The applicant must publish a notice in the local media describing the proposed action in the floodplain or wetland area and invite the public to provide their views on the proposal. This may be done by holding a public hearing or making the plans and other pertinent materials available for review at a public place (i.e., city hall, courthouse, library, etc.).
- The application must contain a copy of the published notice and any public comments received. If no public comments are received, this must be clearly stated.

Any public hearing or comments received within two years of the application submission will be accepted.

### ADDITIONAL INFORMATION

The following environmental information focusing on the floodplain or wetland activity **must be included and attached in this section of the application:**

- The extent of the direct and indirect impacts of the project on the floodplain/wetland area.
- Measures to be taken to minimize harm to lives and property and to the natural and beneficial floodplain/wetland values.
- Alternative actions and locations considered in the event of an adverse impact of the project on floodplain/wetland values.
- Assurance that all state and local floodplain and wetland regulations are being met.
- A map delineating the floodplain/wetland area as it applies to the proposed project (highlight the project area).

# LOCAL PARK GRANT PROGRAM

## ACQUISITION INSTRUCTIONS AND FORMS

### I. APPLICATIONS PROPOSING ACQUISITION

This section must be completed if assistance is being requested to acquire land (or if sponsor/publicly-owned non-parkland is proposed as the local matching share of the project). When land is to be acquired by donation, by eminent domain or condemnation, by negotiated purchase, or by any combination of these methods, the application must include the following:

- Acquisition Schedule
- Boundary Map (with a legal description)
- Preliminary Value Letter
- Five-Year History of Property Ownership (for land donations, and sponsor/publicly-owned non-parkland proposed as match; not needed for purchases)
- Assurance of Eligibility (for sponsor or publicly-owned non-parkland proposed as match)

Additional information on these items is included later in this section.

**Acquisitions which occur prior to grant approval, department authorization, or which do not meet the acquisition criteria, are not eligible for assistance** (see Acquisition Criteria in the Supplemental Information manual, Part 3 for more information).

The value of land owned by the sponsor may only be used as the sponsor's matching share if it has **never been:**

- dedicated, or
- platted, or
- managed, or
- used, or
- **acquired for public park or recreation use.**

For projects proposing to use sponsor-owned non-parkland as match, certification affirming these conditions is required (see the sample "Assurance of Eligibility" form, a fillable version is available in Appendix B). Land eligibility questions should be directed to Recreation Grants staff for clarification.

When proposing the acquisition of land or real property:

- it is not appropriate to negotiate a price prior to grant and appraisal approval
- the land owner may be contacted to determine if the land is available for acquisition
- the land owner may be contacted to determine if the owner is willing to donate, sell or partially donate the subject property.

Negotiation of an acquisition price prior to grant and appraisal approval may jeopardize the eligibility of the proposed acquisition for grant assistance. The level of grant assistance will be determined by an independent appraisal, approved by the Department. Appraisal details are outlined in the *Instructions for Approved Projects - Appraisal Instructions*, available on the web at <http://www.tpwd.state.tx.us/business/grants/trpa/>.

NOTE: Projects approved for federal (LWCF) funding are required to complete appraisals in compliance with Uniform Appraisal Standards for Federal Land Acquisition ("yellow book" standards), which can be found on the U. S. Department of Justice's Internet Website: <http://www.usdoj.gov/enrd/land-ack/>.



## **I. ACQUISITION SCHEDULE**

### **A. PROJECT SPONSOR AND PROJECT NAME**

### **B. TYPE OF ACQUISITION**

- 1 = Purchase
- 2 = Eminent Domain/Condemnation
- 3 = Donation
- 4 = Sponsor/Publicly Owned Non-Parkland
- 1-3 = Bargain Sale, Partial Donation

### **C. PARCEL NUMBER**

Each parcel requested for acquisition must be individually identified and match the boundary map

### **D. ACREAGE**

Show the number of acres for each parcel of land, to the nearest one-hundredth of an acre.

### **E. LAND VALUE**

Show the estimated value for each park. Include the Preliminary Value Letter to support the cost estimate of all property proposed for acquisition

### **F. IMPROVEMENTS VALUE**

If structures or other improvements exist on the subject property, show the value. The Preliminary Value Letter should state how the value was determined. The Project Narrative should explain how the improvements will be used.

### **G. CURRENT OWNER**

Provide the name of the current land owner for each parcel. For sponsor/publicly owned non-parkland, state the eligible sponsor. If a Waiver of Retroactivity has been obtained, also indicate under current owner.

### **H. TOTAL VALUE OF PARCEL**

The total will be automatically calculated in the fillable version.

### **I. TOTAL ACREAGE**

The total will be automatically calculated in the fillable version.

### **J. TOTAL ACQUISITION**

The total will be automatically calculated in the fillable version.



## II. PRELIMINARY VALUATION LETTER

All projects proposing the acquisition of land must submit a valuation letter from a qualified individual stating the approximate value of the subject property. The purpose of this requirement is to:

- ensure that enough money is budgeted to acquire the property **by purchase**
- ensure the amount of match available for property by acquired by donation, or bargain sale

In either case, the cost estimates for property acquisition are very important. If property values are estimated below the budgeted amount and the land is to be donated, the sponsor will be required to supplement the match amount to offset the deficit. On the other hand, if the property is to be purchased and the appraised value turns out to be higher than the estimated value, the sponsor may not be reimbursed above that amount proposed in the application and approved in the grant.

Refer to the *Instructions for Approved Projects - Appraisal Instructions*, available on the web at <http://www.tpwd.state.tx.us/business/grants/trpa/>, if the land to be acquired includes structures or improvements to ensure that the structures or improvements are properly valued.

Remove this page from the application packet and insert the Preliminary Valuation Letter for your project here.

IT IS NOT NECESSARY TO PREPARE A FORMAL APPRAISAL TO APPLY FOR GRANT FUNDS. Formal appraisals will be required only if the grant is approved.

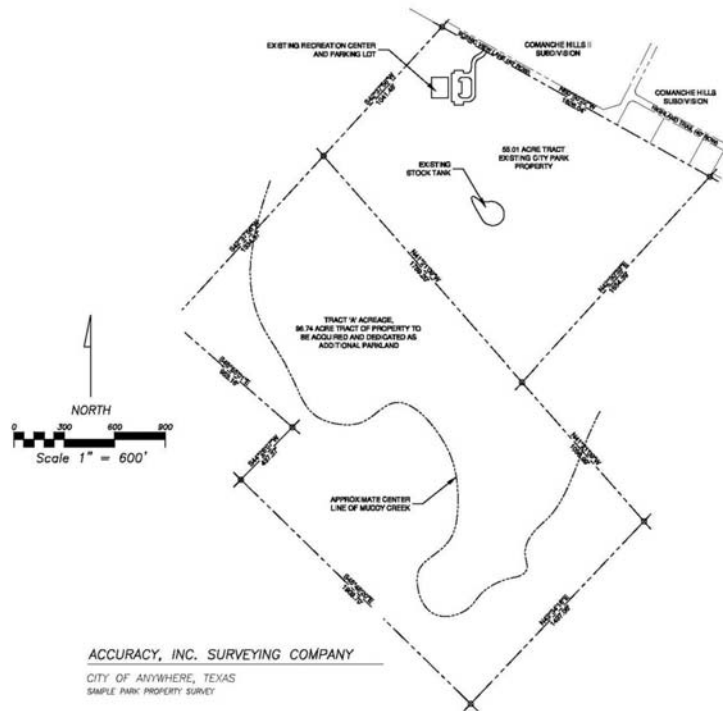
## III. FIVE-YEAR HISTORY OF PROPERTY CONVEYANCE

If land, structures, or improvements are to be acquired by donation, by partial donation through a bargain sale, or if the property is owned by the sponsor or some other public entity, a five-year history of property conveyance must be included in the application. This is to ensure that the property is eligible to serve as all or part of the sponsor's matching share for this project.

Remove this page from the application packet and insert the Five Year History of Ownership for your project if it includes donated land or publicly owned non-parkland.

# LOCAL PARK GRANT PROGRAM

## SAMPLE BOUNDARY MAP



### I. BOUNDARY MAP

A boundary map is required for all projects requesting acquisition assistance or using sponsor or publicly owned property as match. This map should be a scaled drawing no larger than 11" x 17" which includes all of the following:

- A. Sponsor and project name;
- B. Directional arrow and scale;
- C. Acquisition area and parcel boundaries with each parcel to be acquired labeled in the same manner as the "Acquisition Schedule." Boundaries should be drawn to scale, or if possible, identified using a metes and bounds legal description.
  - NOTE: For projects proposing acquisition of land which will expand an existing park, the boundary map should include the entire area of the existing park and the parcels to be acquired;
- D. Locate and label all easements, overhead utilities, structures & improvements, water bodies, adjoining streets (including designated right-of-ways), and future or proposed streets.

Remove this page from the application packet and insert the Boundary Map for your project here.

# LOCAL PARK GRANT PROGRAM

## ASSURANCE OF ELIGIBILITY FOR PUBLICLY OWNED LAND

For use only when sponsor or publicly owned land is proposed as all or a portion of the local matching share for a grant application. Fill out the form, print it and insert at this section of the application.

ON BEHALF OF THE \_\_\_\_\_ (owner of the property)

I HEREBY CERTIFY THAT ALL PROPERTY DESCRIBED BELOW HAS NEVER BEEN DEDICATED, PLATTED, MANAGED OR ACQUIRED FOR PUBLIC PARK OR RECREATION USE, AND THAT SAID PROPERTY IS ELIGIBLE TO SERVE AS THE GRANT MATCHING SHARE FOR THE

\_\_\_\_\_ (name of project)

PURSUANT TO THE LOCAL PARK GRANT PROGRAM GUIDELINES.  
**(Insert or attach legal description of the property)**

AS THE OFFICIAL REPRESENTATIVE OF THE LAND OWNER, I FULLY UNDERSTAND THAT THE FALSE CERTIFICATION OF SAID ASSURANCE WILL CAUSE THE AFOREMENTIONED PROJECT TO BE WITHDRAWN FROM CONSIDERATION, AND THAT FUTURE ELIGIBILITY FOR GRANT CONSIDERATION MAY BE JEOPARDIZED.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

Fill in this form, print the page, complete the certification. Remove the sample, and insert the signed form here.

## I. ASSURANCE OF ELIGIBILITY

The value of land owned by the sponsor may only be used as the sponsor's matching share if it has **never been**:

- dedicated, or
- platted, or
- managed, or
- used, or
- acquired **for public park or recreation use.**

## II. WAIVER OF RETROACTIVITY

For land which may be under eminent threat of loss as an acquisition opportunity, the Department **may** authorize such acquisitions to occur prior to grant approval through a waiver of retroactivity (see *Waiver of Retroactivity Guidelines* in the Supplemental Information manual, Part 4). In addition, land may be transferred to a non-profit organization to hold the property until an application has been reviewed and approved.

## III. RETENTION AND USE

Property acquired or developed with grant assistance shall be retained and used for public recreation. Any property acquired or developed shall not be converted to other than public recreation uses without Department approval. Such approval will be given only with the substitution of other properties of at least equal fair market value and equivalent usefulness, quality, and location. Conversion Guidelines are available in the Supplemental Information manual, Part 11.

## **BUDGET SUMMARY INSTRUCTIONS**

The Budget Summary provides the complete **estimated costs** for the proposed project. Estimate for cost escalation throughout the construction period. If additional development is proposed, discuss in the Project Narrative and show the entire project costs and the grant project costs in separate columns. A fillable version of the Budget Summary is available by web link in Appendix B.

Multiple-site projects require a separate Budget Summary for each site.

### **A. PROFESSIONAL SERVICES \***

- The total cost of Professional Services **cannot** exceed 12% of grant construction estimates
- Costs for required permits (COE, TCEQ) or surveys (THC, environmental resources) should be included if it is anticipated that these actions may be necessary
- The cost to prepare the grant application is an eligible pre-agreement expense

### **B. PRE-AGREEMENT COSTS**

A beginning date must be provided for site planning and application preparation

### **C. CONSTRUCTION PLANS/SPECIFICATIONS AND INSPECTIONS**

- Plans must be prepared and sealed by an engineer, architect or landscape architect registered in Texas or other competent professions depending on the scope of work
- Plans must be submitted to the Texas Department of Licensing and Regulation for compliance with handicap accessibility. The fee is an eligible expense.

### **D. LAND ACQUISITION**

All land to be acquired must be shown in the Budget Summary based on the estimated value letter. The value of donated land and/or sponsor-owned non-parkland is considered an expense of the project.

### **E. APPRAISAL AND BOUNDARY SURVEY**

Appraisals and boundary survey costs cannot exceed \$10,000 or 5% of the land value, whichever is less.

### **F. PROGRAM ACKNOWLEDGEMENT SIGNS**

A temporary funding acknowledgement sign installed during construction is eligible for reimbursement. A permanent program acknowledgment sign will be provided by the Department at project completion (see the Supplemental Information manual, Part 8 for samples of the signs).

### **G. TOTAL PROJECT COST**

The grant project total cannot exceed \$150,000.00

### **H. MATCH REQUEST**

The grant match amount cannot exceed \$75,000.00

\* Contact Recreation Grants Branch at 512-389-8224 if an Environmental Resources Survey is required, regarding costs in excess of the 12% limit.

# LOCAL PARK GRANT PROGRAM

## SAMPLE BUDGET SUMMARY

A fillable version of the Budget Summary is available by web link in Appendix B. Remove this page and insert the completed Budget Summary here.

<b>I. PROFESSIONAL SERVICES</b>					<b>(A)</b>	<b>\$ 6,500.00</b>
Pre-Agreement Costs						
Beginning Date: <b>(B)</b>						
Site planning and application preparation					\$ 500.00	
Resource surveys (historical, environmental, etc.)					\$ 1,000.00	
Construction plans and specifications <b>(C)</b>					\$ 5,000.00	
<b>II. LAND ACQUISITION</b>						<b>\$ 78,500.00</b>
0.56 acres by donation <b>(D)</b>					\$ 75,000.00	
Appraisal and boundary survey <b>(E)</b>					\$ 3,500.00	
<b>III. CONSTRUCTION</b>						<b>\$ 65,000.00</b>
Site preparation					\$ 1,000.00	
Utilities						
1. Water						
2. Electricity						
Roads and parking						
Buildings						
1. Restroom					\$ 15,000.00	
2. Restroom/concession						
Recreational facilities						
1. Soccer field-unlighted					\$ 5,000.00	
2. Playscape					\$ 25,000.00	
3. Trail (1 mile, crushed stone)					\$ 8,000.00	
4. Picnic tables (3)					\$ 7,500.00	
Miscellaneous						
1. Xeriscape garden (0.25 acres, w/drip irrigation)						
2. Site landscaping (native plants, w/ drip irrigation)					\$ 2,500.00	
3. Program acknowledgement sign (required) <b>(F)</b>					\$ 1,000.00	
<b>TOTAL PROJECT COST</b>					<b>(G)</b>	<b>\$ 150,000.00</b>
<b>MATCH REQUEST</b>					<b>(H)</b>	<b>\$ 75,000.00</b>

# LOCAL PARK GRANT PROGRAM

## SITE PLAN AND FLOOR PLAN INSTRUCTIONS

### I. ALL APPLICATIONS MUST INCLUDE A DEVELOPMENT SITE PLAN.

**Applications involving enclosed structures** including pool bathhouses, restrooms, concession stands, storage buildings, and entrance stations **must include a schematic floor plan.**

Even if the application process proposes to only acquire land and does not include a request for development, a conceptual site plan is still needed. The conceptual plan should indicate how and where the site is to be developed for public recreation use and for other non-recreation uses, if applicable. If non-recreation uses are planned or anticipated, such areas/facilities should be identified on the conceptual site plan. Only land and facilities to be utilized for public recreation are eligible for program assistance. If the site will not be developed immediately, discuss in the "Project Narrative" when this development is expected to occur. **REMINDER:** All "acquisition only" projects are expected to be minimally developed within 2 YEARS of acquisition. Refer to Part 3 in the Supplemental Information.

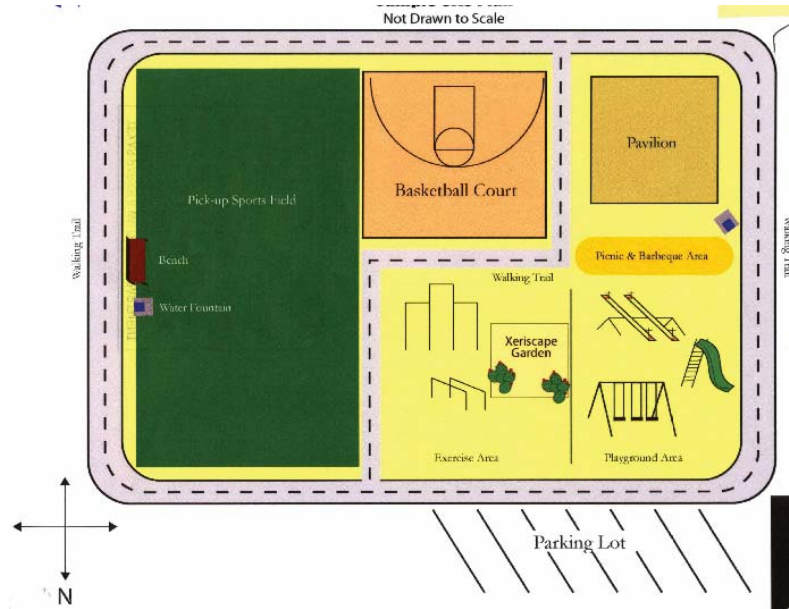
For applications requesting development assistance, provide a site plan which accurately reflects all development proposed. The plan does **not** have to be "construction ready," nor prepared by an engineer or architect. It should, however, reflect to the best of your ability, the development plan to be followed if the grant is approved.

### II. ADDITIONAL SITE PLAN INFORMATION NEEDED

- A. Identify the project boundaries to scale, or with an actual metes and bounds description. If only a portion of the park is proposed for development assistance, identify the area to be assisted and include an ingress/egress way for the public to gain access to those facilities which receive program assistance.
- B. Identify significant natural features such as tree lines, water bodies, tributaries, geologic features, floodway and floodplain areas, etc. (label and/or provide a key when appropriate.)
- C. Identify man-made features such as structures, utilities, easements, pipelines, internal and adjacent roads, all overhead utility lines on and adjacent to the site(s), known historic/archaeological sites, existing facilities, etc. Such man-made features should be labeled as "existing" and an indication should be given as to whether or not these features are to remain, or to be demolished, relocated, buried, or renovated.
- D. Proposed improvements and future improvements, whether for public recreation use or other uses, should be located and labeled. Be sure to label all facilities for which funding assistance is requested as "proposed." Facilities which are to be constructed at a later date should be labeled "future."
- E. If applicable, identify facilities (or areas) which received **previous** Department assistance through the Land & Water Conservation Fund; Texas Local Park, Recreation & Open Space Fund; Urban Park and Recreation Recovery Program; or the Texas Recreation & Parks Account Program.

# LOCAL PARK RECREATION GRANT

## SAMPLE SITE PLAN



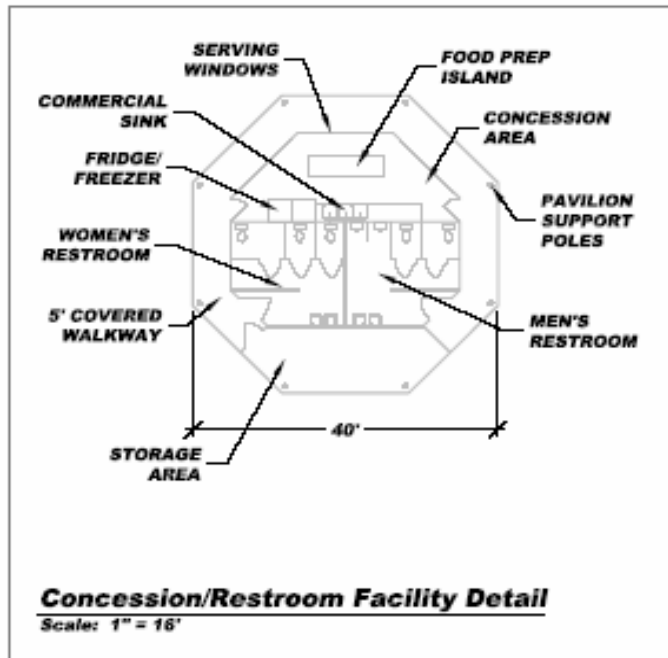
### I. REQUIREMENTS FOR SITE PLANS

- A. Maximum Size (24" x 36"), Minimum Size (8 ½" x 11")
- B. Provide a title block which includes the applicant's name, project title, directional arrow, scale, and date.

Remove this page from the application packet and insert the Site Plan for your project here.



## SAMPLE FLOOR PLAN



Floor Plan should be full page. The above is pictured small due to file size limitations.

### I. REQUIREMENTS FOR FLOOR PLANS

- A. Maximum Size (24" x 36")
- B. Minimum Size (8 ½" x 11")
- C. Scaled drawing showing size, function, and spatial relationships of all building elements

Finishes, specialties, and mechanical details are not required in the application.

Remove this page from the application packet and insert the Floor plan for your project here (if applicable).

# **LOCAL PARK GRANT PROGRAM**

## **FINAL APPLICATION ELEMENTS**

### **I. REGIONAL PLANNING COMMISSION “TRACS” LETTER**

- A complete copy of the Small Community Grant Program application must be submitted to the sponsor’s regional planning commission (COG).
- The application may be submitted to the COG simultaneously with submission to the Department.
- The review comments from the COG must be received by the Department prior to Parks & Wildlife Commission action.
- A map and list of the COGs are available in the Supplemental Information manual, Part 9.

### **II. PROOF OF OWNERSHIP AND/OR LEGAL CONTROL**

For all properties already under the legal control of the sponsor and proposed for development, the sponsor must provide copies of:

- Recorded deed(s),
- Lease agreements,
- Easement agreements, or
- Drafts of the lease or easement

### **III. PROOF SPONSOR CAN PREVENT SURFACE DRILLING/MINING OF THE PROJECT SITE**

The sponsor must provide evidence that the surface of the project site is protected from any drilling or mining, or can demonstrate protection through the following:

- Existing city ordinance,
- Existing county resolution,
- Zoning,
- Ownership of mineral rights by sponsor,
- Negotiated off-site exploration agreement,
- Designated drill sites on the project site (will be excluded from project assistance)
- Draft of ordinance, resolution or zoning, and commitment of action if the project is approved

Contact the Recreation Grants staff at 512-389-8224  
if there are questions related to these items.

# APPENDIX A

## Summary of Guidelines

# SUMMARY OF GUIDELINES FOR ADMINISTRATION OF LOCAL PARK GRANT PROGRAM PROJECTS

(Revised January 2008)

## For Reference Only

The Texas Parks & Wildlife Commission, by authority of Chapters 13 and 24 of the Parks & Wildlife Code, has adopted Guidelines for Administration of Grant Acquisition and Development Projects, to read as follows:

It is the Commission's policy that the Department shall administer local projects in accord with the following guidelines, with interpretation of intent to be made to provide the greatest number of public recreational opportunities for the citizens of Texas.

Approved projects shall be pursued in a timely manner by the sponsor, unless delays result from extraordinary circumstances beyond the sponsor's control. Failure to meet the following time frames may be grounds for the Department to initiate cancellation of the affected project in order to recommend reallocation of available funds to other projects, or to deny requests for additional grant funds for new projects:

ACTIVITY	TIME FRAME
Commission Approval	Begin 3-year project period (4-year max)
Grant Agreement Execution (Department & Sponsor)	As soon as possible after Commission approval
Pending Documentation such as: <ul style="list-style-type: none"> <li>• U.S. Army Corps of Engineers 404</li> <li>• TCEQ Permits</li> <li>• Environmental Resources Survey</li> <li>• THC Cultural Resources Survey and Clearance</li> <li>• TPWD Biological Consultations</li> <li>• ROW Abandonment</li> <li>• Lease/Joint-Use Agreement Execution, etc.</li> </ul>	Within 6 months of grant agreement date
Quarterly Status Reports (beginning with Commission approval)	On or before January 15 <sup>th</sup> , April 15 <sup>th</sup> , July 15 <sup>th</sup> and October 15 <sup>th</sup>
Appraisal Submission	As soon as possible after grant agreement date
Appraisal Approval	Within 6 months of appraisal submission
Land Acquisition	As soon as possible after appraisal approval
Construction Plan Submission	Within 6 months of land acquisition for projects involving acquisition, or Within 6 months of grant agreement date for development only projects.
Periodic Reimbursement Billings	Every 90 days <u>if possible</u> (minimum \$10,000 request)
Project Completion and Grant Close-Out	Within 3 years after Commission approval (but in no case after the 4 <sup>th</sup> fiscal year)

## SUMMARY OF GUIDELINES (Continued)

The following criteria will be used to determine sponsor eligibility for additional funding:

- Funding history and previous performance
- All previously completed Department sponsored grant projects must be in compliance with all the terms of the Project Agreement under which they received assistance and all program guidelines; and
- For active grants, all required project documentation (such as appraisals, construction plans, quarterly status reports, and reimbursement requests) must be complete and have been received on schedule, if due; and
- All active projects which are at least two years old must be reimbursed for a minimum fifty percent of the approved grant amount; and
- The total of approved grant funds which have not been reimbursed may not exceed \$2 million for all active grant projects.

A grantee may also be considered to be “high risk” based on financial stability or non conforming management standards, requiring additional special conditions and restrictions as determined by grant management standards.

FAILURE TO MEET ANY ONE OF THE ABOVE CRITERIA MAY BE GROUNDS FOR DENYING NEW GRANT FUNDS. ASSESSMENT OF THE ABOVE CRITERIA IN CONJUNCTION WITH REQUESTS FOR NEW GRANTS WILL BE MADE PRIOR TO SUBMISSION OF FUNDING RECOMMENDATIONS TO THE PARKS AND WILDLIFE COMMISSION.

\* \* \* \* \*

**I have read the “Summary of Guidelines for Administration of Local Park Grant Program Projects” and understand that the project sponsor, which I represent, will be responsible for compliance with the above conditions as a result of the receipt of grant assistance from the Local Park Grants Program. It is also understood that the “Summary of Guidelines for Administration of Local Park Grant Projects” is part of the grant Project Agreement.**

If funded, the Summary of Guidelines will be provided as part of the grant agreement and must be signed by the sponsor.

# APPENDIX B

## Fillable Application Forms

Click on the individual forms below for an online fillable version:

[Grant Application – Authorizing Resolution](#)

[Grant Application - Applicant's Certification](#)

[Small Community Grant Application – Acquisition Schedule](#)

[Small Community Grant Application – Budget Summary Form](#)

# APPENDIX C

## Project Priority Scoring System

**PROJECT PRIORITY SCORING SYSTEM**  
**TEXAS RECREATION & PARKS ACCOUNT**  
**SMALL COMMUNITY GRANT PROGRAM**

(Effective for the January 31, 2009 Application Deadline)

All TRPA Small Community Grant Program applications submitted to TPWD are evaluated for program eligibility and prioritized with the criteria, rating factors, and points shown in the following "Project Priority Scoring System." Multiple-site projects will be scored individually, and site scores will be weighted on a pro-rata share of the total project score.

A project's priority ranking will depend on its score in relation to the scores of other projects under consideration. Scored applications are presented to the Texas Parks and Wildlife Commission for approval. Funding of projects will depend on the availability of TRPA funds.

Projects which have been considered twice by the Parks & Wildlife Commission without significant alterations to raise the project score shall be withdrawn from further consideration.

**I. SPONSOR ELIGIBILITY**

**Sponsor is in full compliance with the "Grant Administration and Eligibility Guidelines for all Grant Programs Administered by the Texas Parks and Wildlife Recreation Grants Branch."**

**YES.** If yes, the application will be scored and presented for award consideration.

**NO.** If no, the application will not be scored or considered further.

**NA.** No previous grant funding received.

**II. POPULATION**

**Not a range: 3 points**

**Sponsor population is 2,500 or less.**

**III. GEOGRAPHIC DISTRIBUTION / INNOVATIVE USE**

**Total Range: 1-10 points**

**Project will improve geographic distribution or innovative use of park and recreation lands within the project's intended service area or within the sponsor's jurisdiction.**

- Project provides the first public park in the sponsor's jurisdiction area (10 points); or
- Project provides significant new and different recreation opportunities (other than school facilities) at the proposed site(s) (1-3 points, with 1 point per opportunity, based on significance to the community and originality). In order to qualify for points under 3B, the need for "new and different" recreation elements must be identified by a documented public input process.

# New and different opportunities: \_\_\_\_\_



#### IV. RECREATION vs. SUPPORT COSTS

Total Range: 1-10 points

**Project maximizes the use of development funds for basic park and recreation opportunities.**

Maximum of 10 points, based on percentage as shown below

$$\frac{\text{Direct recreational facilities costs}}{\text{Total construction costs}} \times 10 = \underline{\hspace{2cm}}$$

“Direct Recreational Facilities Costs” include only facilities related directly to recreation as opposed to support facilities, except that trees and drip irrigation may be included as recreational items. “Total Construction Costs” include park and/or recreation as well as support/infrastructure facilities, contingency, and all required program sign costs in excess of \$1,000.

#### V. SPECIAL POPULATIONS

Total Range: 15 points

**Project improves park and recreation opportunities for low income, minority, and/or elderly citizens.**

- A. Project improves opportunities for low income citizens (income defined by the 2000 U.S. Census Income by Place and Median Household Income by State). (1 – 5 points)

$$\frac{\text{Low income \%}}{100} \times 5 = \underline{\hspace{2cm}}$$

- B. Project improves opportunities for minority citizens (based on most recent U.S. Census figures for the service area). (1 – 5 points)

$$\frac{\text{Minority \%}}{100} \times 5 = \underline{\hspace{2cm}}$$

- C. Project improves opportunities for elderly citizens (1 point for each related facility or activity that is identified as a needed or desired recreation opportunity for this special population by a documented public input process). (1 – 5 points)

# Appropriate elderly activities:

## VI. PARTNERSHIPS

Total range: 1-10

**Project involves documented matching funds from sources other than the sponsor and/or additional outside cooperation not involving match.**

Maximum of 10 points as awarded below:

- A. Project involves the contribution of land (including publicly owned non-parkland), cash, labor, equipment or materials from other governmental, educational, or private sector entities that serves as all or part of the sponsor's matching share of funds.

Maximum of 5 points awarded based upon percentage of matching funds provided by others.

$$\frac{\text{Matching Funds Provided by Others}}{\text{Total Matching Funds}} \times 5 = \underline{\hspace{2cm}}$$

and/or,

- B. Project involves cooperation between the project sponsor and other public or private entities where resources are contributed to the overall project for non-grant assisted facilities.

Maximum of 5 points awarded based on the type and number of documented significant contributions, e.g., the county constructs roads/parking facilities for the sponsor, but no grant funds are requested for those facilities.

# Documented contributions =         

## VII. RENOVATION OR ADAPTIVE REUSE

Total range: 1-10 points

**Project proposes the renovation of existing obsolete facilities.**

Maximum of 10 points awarded based on the percentage of construction dollars allocated for renovation.

$$\frac{\text{Renovation cost}}{\text{Total construction cost}} \times 10 = \underline{\hspace{2cm}}$$

## VIII. ENVIRONMENTALLY RESPONSIBLE ACTIVITIES

Total Range: 1-5 points

**Project promotes environmentally responsible activities and development.**

Points for this category will be awarded based on the diversity, innovative nature and/or cost of the project elements. Examples of eligible activities include: the use of xeriscape/native plant materials for landscaping, drip or treated effluent irrigation systems, energy efficient lighting systems, recycled materials for facility construction, environmental education and interpretation, significant native tree plantings where no trees exist, alternative energy sources, water catchment systems, etc. (1 - 5 points)

## **IX. ADDITIONAL SCORING CRITERIA:**

### **A. TPWD Land and Water Resources Conservation and Recreation Plan Total Range: 1-2 points**

The project supports the TPWD *Land and Water Resources Conservation and Recreation Plan* (Plan). Sponsor must specifically address how the project meets the goals of the Plan in the Project Narrative. Points will be awarded based on evidence in the project proposal of the extent to which the proposal meets one or more of the following goals of the plan:

- Goal 1: Improve access to the outdoors.
- Goal 2: Conserve, manage, operate, and promote agency sites for recreational opportunities, biodiversity, and the cultural heritage of Texas.
- Goal 4: Increase participation in hunting, fishing, boating and outdoor recreation.

Additional priority will also be given based on the extent to which the proposed project will stimulate sustainable economic impact, and will lead to the development or support of a conservation constituency (i.e. nature tourism participants thus creating new customers of outdoor, conservation-related recreation).

[http://www.tpwd.state.tx.us/publications/pwdpubs/pwd\\_pl\\_e0100\\_0867/](http://www.tpwd.state.tx.us/publications/pwdpubs/pwd_pl_e0100_0867/)

### **B. Compliance:**

Sponsor is not in compliance with previously funded projects (-5 points)

### **C. Application materials:**

A complete application was received by the application deadline (5 points)