

Texas Parks & Wildlife Department  
Recreation Grants Branch

# LOCAL PARK GRANT PROGRAM

## Small Community Recreation Grant Application Materials

Revised July 2011

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

The 82nd Texas Legislature has suspended all Texas Recreation and Parks Account (TRPA), and all Large County & Municipality Recreation and Parks Account funding for the FY 2012-2013 biennium. The following grant programs are affected by these cuts; Outdoor Recreation, Indoor Recreation, Small Community, Urban Outdoor, Urban Indoor, and the Community Outdoor Outreach Program. Limited federal funds from the Land and Water Conservation Fund may be available for some of these programs. Please check our website periodically for updates.



# **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.

PWD 1071 – P4000 (12/10)

## **Recreation Grants Branch Mission Statement**

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

# TABLE OF CONTENTS

Mission Statements.....	i
Table of Contents .....	ii
Branch Directory .....	iii
General Information .....	1
Application Cover Page .....	10
Fillable Application Forms.....	11
Application Checklist.....	12
Sample Resolution.....	13
Applicant’s Certification & Program Assurances.....	14
Application Form – Part I – General Information.....	16
Application Form – Part II – Source of Match .....	17
Sample Location Map .....	18
Project Narrative .....	19
Environmental Assessment .....	23
Acquisition Instructions and Forms .....	28
Form-Acquisition Schedule and Instructions.....	30-31
Preliminary Value Letter.....	29
Sample Boundary Map .....	32
Five-Year History of Conveyance .....	33
Form-Assurance of Eligibility for Publicly Owned Land.....	35
Budget Instructions and Sample Budget .....	36-37
Site Plan & Floor Plan Instructions .....	38
Final Application Elements Instructions (TRACS, legal control of land, drilling/mining) .....	41
APPENDIX A – Project Priority Scoring System.....	43
APPENDIX B – Acquisition Criteria .....	49
APPENDIX C – Waiver of Retroactivity .....	53
APPENDIX D – Post Project Responsibilities.....	57
APPENDIX E – Useful Links.....	61

## Recreation Grants Branch Directory

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

<b>Tim Hogsett, Director</b> .....	389-8224
<b>Local Park Grants Section Manager</b> .....	389-8175
<b>Fiscal Section Manager</b> .....	389-8210
<b>Community Outdoor Outreach Program Manager</b> .....	389-8745
<b>Non-TRPA Grants (Boating, Trail, &amp; Pump-out) Manager</b> .....	389-8128
<b>Office Manager</b> .....	389-8171

## LOCAL PARK GRANT PROGRAM

### GENERAL INFORMATION

The Texas Parks & Wildlife Department, Recreation Grants Branch (the Department) administers the Local Park Grant Programs – **Outdoor Recreation, Indoor Recreation, Urban Outdoor Recreation, Urban Indoor Recreation, Small Community, and Regional** – to assist local units of government with the acquisition and/or development of public recreation areas and facilities throughout the State of Texas. 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 the program award ceiling.

The legal project sponsor is responsible for:

- application content
- project administration
- program compliance in perpetuity

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.

The maximum amount which may be applied for in each Program is:

<u>GRANT PROGRAM</u>	<u>MAXIMUM MATCH AMOUNT</u>
Outdoor Recreation (communities <500,000 population) .....	\$500,000.00
Indoor Recreation (communities <500,000 population) .....	\$750,000.00
Urban Outdoor Recreation (communities >500,000 population) .....	\$1,000,000.00
Urban Indoor Recreation (communities >500,000 population) .....	\$1,000,000.00
Small Community (communities <20,000 population) .....	\$75,000.00
Regional Outdoor Recreation .....	currently suspended

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

### **WHO IS ELIGIBLE TO RECEIVE FUNDS**

Eligible applicants include political subdivisions of the State of Texas legally responsible for providing public recreation services to their citizens. This includes cities, counties, river authorities, municipal utility districts, and other special districts. 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).

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.

## **WHAT IS ELIGIBLE & NON ELIGIBLE**

Development projects may consist of basic outdoor recreation facilities (and related support facilities) to serve the general public, provided that the funding of the project is in the best public interest in accord with local plans, and endorsed by the regional planning council of governments with jurisdiction where the project is proposed. Facilities may be developed, renovated, or redeveloped on lands or waters owned or adequately controlled by the project sponsor. Plans for recreational development should be based on public needs, expected use, and the type and character of the project areas.

Facilities should be attractive to the public and consistent with the natural setting and topographic limitations of the site. Recreational improvements should be designed to be harmonious with the natural environment. Emphasis should be given to public health, safety, the natural environment, barrier-free access, and the protection of recreational and community values of the area. These considerations should be part of the planning, design, and maintenance criteria for all grant-assisted areas.

Development projects may consist of the complete or partial development of a public recreation area. All projects must be logical units of work to be accomplished within three years or less. Further details can be found in this *Local Park Grant Programs Manual* or by contacting the Recreation Grants Branch at 512-389-8224.

## **BARRIER-FREE ACCESS REQUIREMENT**

All recreational facilities acquired and/or developed with grant assistance must be designed in accordance with the Texas Architectural Barriers Act ([Texas Civil Statutes – Article 9102](#)) and must comply with the Americans with Disabilities Act (ADA) ([Public Law 101-336](#)). Acceptable design criteria have been published for the Texas State Program for Preventing Architectural Barriers.

Copies of this publication may be obtained from:

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>

Sponsors are encouraged to make all recreational facilities accessible to users who are physically and/or mentally disabled. However, physical limitations of a site do not allow for total accessibility.

## **DEVELOPMENT ON SCHOOL PROPERTY**

Although school districts are not eligible for grant assistance, facilities on public school grounds for joint school-general public use are allowed provided that the following conditions are met:

1. The property meets all requirements of the grant program, including requirements for development on leased property.
2. The proposed facilities are not required as part of the normal curriculum of the educational institution and must be primarily intended for general public use.
3. The lease agreement must include:
  - schedule of times the fund-assisted facilities are available to the public,
  - metes and bounds description of the project area, which includes the areas to be developed, and
  - ingress/egress route to the assisted facilities.
4. Adequate signage must be installed prior to the final grant payment/reimbursement that is:
  - maintained throughout the term of the lease at the project site
  - indicates when the fund-supported facilities are available to the public

## **DEVELOPMENT ON LEASED PROPERTY**

Sponsors requesting development funds are required to have full legal control of the property proposed for development. Adequate legal control of the property means that the sponsor either has fee simple title to the property, is proposing to acquire the property as part of the project, or will lease the property from another educational or governmental entity.

Leased property will only be eligible for fund support if it meets all of the following requirements:

1. Sponsor has (or will have) full surface legal control of the property proposed for assistance; and
2. Sponsor and lessor can guarantee that the project area will remain dedicated to public recreation use throughout the term of the lease. The lessor must be willing to comply with all program guidelines for the entire term of the lease; and
3. Project area must be leased to the sponsor for a minimum of 25 years for most projects, and in some cases up to 40 years for major capital expenditures like aquatic and related facilities; and
4. The lease cannot be revocable at will by the lessor.

Prior to the submission of an application involving leased property the sponsor should contact the Recreation Grants Branch to discuss program requirements. Submit a copy of the draft lease agreement for Department approval prior to its execution to ensure eligibility and avoid unnecessary delays. The draft agreement should include a boundary map, project area metes and bounds (if possible), and a letter from the lessor indicating a willingness to enter into the agreement if the project is approved.

## **ELIGIBLE DEVELOPMENT COSTS**

Development projects may include new construction, renovations, redevelopment, demolition, site preparation, site planning, application preparation costs, engineering and architectural services, and most activities necessary to accomplish project objectives. (Note: only costs incurred at the project site are eligible for support. Off-site work is not eligible for grant assistance.) The cost of conducting cultural resource surveys, U.S. Army Corps of Engineers permits, wetland determinations, and other required permitting costs may also be included as eligible costs to the project.

## RENOVATION / REDEVELOPMENT VS. REPAIR / MAINTENANCE

Projects requesting assistance to renovate and/or redevelop facilities (or areas) are eligible for assistance. PROJECTS INVOLVING REPAIRS AND/OR MAINTENANCE OF FACILITIES ARE NOT ELIGIBLE FOR ASSISTANCE.

The following definitions are used by the Department to clarify the differences between these types of projects (Source: [Webster's Dictionary](#)):

- **REPAIRS:** Repair is defined in terms of “to restore to a sound or good state after decay...; to remedy...or mend.” Work on existing facilities which merely maintains portions of such facilities in a sound or useful state are classified as repair.
- **RENOVATION:** Renovate is defined in terms of “to renew, make over...” Work on existing facilities to completely renew, update, or modernize such facilities so the finished product will meet present-day standards and be comparable with newly constructed similar facilities is classified as renovation.

In this regard, repairs would normally consist of minor work intended to mend a specific part of a facility which has become broken or otherwise inoperative, to return it to a useful state, or periodic minor work designed to merely maintain a specific part of a facility so such facility will be in a good state of maintenance and repair. In contrast, renovation normally consists of major work to encompass all parts of a facility required to modernize and update such facility to meet current standards of design, construction, and usefulness.

- **REDEVELOPMENT:** Redevelop is defined in terms of “to develop again.” Redevelopment of existing park areas which includes demolition of obsolete facilities and the construction of new facilities (for either similar or different recreational uses) may be eligible for assistance.

## ELIGIBLE TYPES OF DEVELOPMENT

- **BALLFIELDS:** Including, but not limited to site preparation/grading, lighting, fencing, irrigation, turf establishment, dugouts, bleachers, goals, bases, scoreboards, and scorekeeper booths.
- **BOATING, FISHING, AND HUNTING FACILITIES:** Including, but not limited to boat ramps, breakwaters, docks, piers, sewage pumping facilities, buoys, channels, mechanical launching devices, fish cleaning facilities, lighting, stream improvements, clearing and planting for food/cover, skeet/trap/rifle/pistol/archery ranges, wildlife management areas and trails.

Prior to consideration of funding for boating access facilities, sponsors must attempt to secure funding from the Department under the [State Boat Ramp Program](#) or [State Pumpout Program](#). To request assistance for these types of facilities through the Local Park Grant Program, the application must include documentation confirming the efforts to secure the alternative source of assistance. The Recreation Grants Branch can provide further information about these programs.

- **PICNIC FACILITIES:** Including, but not limited to pavilions, tables, shelters, grills, concrete pads, area lighting, and trash receptacles.
- **PLAYGROUNDS:** Including, but not limited to surfacing, borders, equipment, benches, and lighting.

- **AQUATIC FACILITIES:** Including, but not limited to swimming/wading/wave/spray pools, beaches, bathhouses, service/mechanical buildings, heaters, lifeguard towers, showers, fencing, deck areas, and lighting.
- **TRAILS:** Including, but not limited to jogging and exercise trails, nature and hiking trails, bicycle, motorcycle and multiple purpose trails, observation stations, overlooks, bridges, low-water crossings, boardwalks, exercise stations, interpretive and directional signage, sidewalks and barrier free access ways to other areas/facilities.

Grant applicants with trail-based projects should consider using the following as sources of funding: [TPWD Recreational Trails Grant Program](#) or the [TXDOT Transportation Enhancement Program](#). Contact the Recreation Grants Branch for details.

- **CAMPING FACILITIES:** Including, but not limited to tent and RV pads, group facilities, tables, grills, utility hook-ups, dump stations, information stations, service buildings, and area lighting (as long as these facilities do not create unfair competition with the private sector).
- **BEAUTIFICATION:** Including, but not limited to landscaping, burial/removal/relocation of overhead utility lines, erosion controls, dredging/restoration of water bodies, fountains, and gazebos.

**NOTE:** Grant funds **may only** be used to purchase or install **native plant species** at fund assisted sites. Use the link: <http://www.invasivespeciesinfo.gov/plants/main.shtml> for appropriate plants for your area.

- **RECREATIONAL SUPPORT FACILITIES:** Including, but not limited to park roads, parking, fencing, utilities, irrigation, small maintenance structures, restrooms, signs, trash receptacles, service buildings with restroom/concession/storage/ maintenance areas, drinking fountains, sidewalks, ramps, bleachers, scoreboards, security/area lighting, plus improvements to recreation and support facilities that promote energy conservation.
- **COMMUNITY GARDENS:** Including, but not limited to fencing, storage bins and sheds, irrigation, composting areas, benches, sidewalks, parking, and restrooms.
- **SPORT COURTS:** Including, but not limited to basketball, tennis, volleyball, badminton, and related lighting, fencing, surfacing, nets, goals, windbreaks, and bleachers.
- **CULTURAL AND EXHIBIT FACILITIES:** Only small amphitheaters, bandstands, rodeo arenas, and exhibit or interpretive facilities are eligible. This includes small demonstration arboretums, nature exhibits and interpretive centers. Assistance will not be provided if these facilities function primarily for professional, semi-professional, academic, historic, economic, or other non-recreational uses.
- **RENOVATIONS AND REDEVELOPMENT:** Projects involving the renovation or redevelopment of recreation facilities may be eligible for assistance. (For more information, refer to “Renovation/Redevelopment vs. Repair/Maintenance” in the previous section.
- **GOLF COURSES:** Including, but not limited to construction, irrigation, landscaping, roads, parking, utilities, moderate clubhouse and maintenance facilities, and cart paths.

## **INELIGIBLE TYPES OF DEVELOPMENT**

Development projects which do not have a well-defined objective or do not directly contribute to public recreation activities are not eligible. Support facilities which are not directly related to public recreation are also not eligible. Projects for which the sponsor cannot demonstrate full legal control of the property proposed for development are not eligible for assistance.

Generally, development assistance will not be made for the following facilities:

- **RESTORATION/PRESERVATION OF HISTORIC STRUCTURES:** The restoration and renovation of historic structures are not eligible for grant assistance. Public recreation facilities, interpretation facilities, and support facilities in conjunction with historical structures or sites may, however, be eligible for assistance. These sites must be in accordance with the [Texas Antiquities Code](#) if redevelopment is adjacent to or on a site listed (or eligible to be listed) as a State Archaeological Landmark.

Funding and technical assistance to renovate, preserve, and dedicate historic structures may be available through the [Texas Historical Commission](#) as well as the [National Park Service](#).

- **AREAS/FACILITIES TO BE USED PRIMARILY FOR PROFESSIONAL OR SEMI-PROFESSIONAL ARTS AND ATHLETICS:** Including, but not limited to stadiums, amphitheatres, and rodeo arenas.
- **AMUSEMENT FACILITIES:** Including, but not limited to merry-go-rounds, Ferris wheels, miniature railroads, pioneer towns, livestock and produce facilities, convention facilities, or commemorative exhibits.
- **EMPLOYEE RESIDENCES AND FURNISHINGS**
- **LODGES, HOTELS, MOTELS, OR LUXURY CABINS**
- **SUPPORT FACILITIES FOR NON-ELIGIBLE FACILITIES:** If the support facility will serve both eligible and non-eligible facilities, assistance may be provided on a pro-rata basis for that portion of the facility which will support the public recreation facilities.
- **MARINAS AND RELATED SUPPORT FACILITIES**

Public boat ramp construction and public boat sewage pumpout stations are eligible projects through the Local Park Grant Program, the State Boat Ramp Construction Program, State Pumpout Program, and/or the Boating Infrastructure Grant. Please contact the Recreation Grants Branch for more details at 512-389-8224.

**Some of the above facilities which are not eligible for grant assistance may be constructed in a fund assisted area if they are compatible with the public recreation uses of the area.** Department approval must be received prior to the development of non-recreational facilities within grant assisted areas. Questions regarding development should be directed to the Recreation Grants Branch at 512-389-8224.

### **THIS IS A REIMBURSEMENT PROGRAM**

Fifty percent (50%) of the actual expenditures, up to the support ceiling of the grant, 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.

### **LOCAL SOURCES OF MATCHING FUNDS**

Grant funds are provided on a matching basis with the local sponsor 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:

- General obligation, and revenue bonds must be already voter approved.

- Local appropriations (i.e. cash).
- Economic development sales tax (counts as local funds, not a donation).
- In-kind labor, equipment, and materials to be provided by the sponsor or other governmental entities.
- The value of sponsor or publicly-owned non-parkland (value must be included as acquisition in the budget and title must be transferred to the sponsor at the appropriate time **after** Department authorization is received). **Land leased from another governmental entity cannot be used as the sponsor’s local match.**
- The value of the land to be received as the result of local mandatory park dedication requirements (existing park land is not eligible as donation match).
- Fees or cash in-lieu of land received as the result of local mandatory dedication can be used as “donation” match.
- 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.

**Match MUST be available at the time of application.**

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).

## WHEN TO SUBMIT APPLICATIONS

Submit four (4) full sets of all required documents - 1 with original signatures in a 3-ring binder and 3 copies clipped. Many of the required forms are now available as links to fillable forms. Application proposals are reviewed at approximately five-month intervals. Applications must be received by 5:00 p.m. on the submission date OR postmarked as mailed by the deadline.

<u>Program</u>	<u>Submission Date</u>	<u>Award Date</u>
Outdoor Recreation	March 1 <sup>st</sup>	late August
Outdoor Recreation	August 1 <sup>st</sup>	late January
Indoor Recreation	August 1 <sup>st</sup>	late January
Urban Outdoor Recreation	March 1 <sup>st</sup>	late August
Urban Indoor Recreation	August 1 <sup>st</sup>	late January
Small Community	March 1 <sup>st</sup>	late August

## WHERE TO SUBMIT APPLICATIONS

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

Physical Address (for delivery only)  
 Recreation Grants Branch  
 1340 Airport Commerce Drive  
 Bldg 6, Ste 600A  
 Austin TX 78741

## PROJECT SCORING AND LOCAL NEED

Recreation Grants uses the Project Priority Scoring System (Appendix A) to evaluate and rank all applications. Note that public input must document need for the facilities being applied for. Acceptable documentation includes a copy of the public meeting notice, sign-in sheet, and the minutes for the public meeting certified by an official sponsor representative. If a public survey is completed, an explanation of how the survey was distributed along with a copy of the survey results will be required.

## **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 TO EXPECT AFTER SUBMISSION**

The process of reviewing grant applications requires about five 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

In order to create a more efficient application review and to provide improved customer service for approved projects, we will conduct site visits to projects approved by the TPWD Commission. The site visit will be combined with a pre-construction meeting to assist sponsors with launching their project.

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

The Texas Parks & Wildlife Commission makes all final decisions regarding awards 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. 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 in the application under Professional Services.

## **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. The cost of a survey required by THC is eligible for 50% grant reimbursement, if budgeted in the application under Professional Services.

General information on the cultural resource management process may be found at the THC website at: [www.thc.state.tx.us/crm/crmreview.shtml](http://www.thc.state.tx.us/crm/crmreview.shtml).

## **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.

## **WE ARE JOINTLY COMMITTED**

Both the Department and the project sponsor are committed to long-term program performance. 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 commitments to the requirements of the programs continue in perpetuity. Information on *Post Project Responsibilities* is located in [Appendix D](#).

**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**

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PROJECT NAME as approved in the Resolution

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

Complete this certification, print this page and attach to the application.

# Fillable Application Forms

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

[Application Checklist](#)

[Authorizing Resolution](#)

[Applicant's Certification](#)

[Information Part I](#)

[Information Part II](#)

[Environmental Checklist](#)

[Acquisition Schedule](#)

[Assurance of Eligibility](#)

[Budget Summary](#)

## 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 link to a fillable version of the [Application Checklist](#) is available on page 11.

**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 (In this order):

- Application Cover Page
- Application Check List\*
- 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 Assessment
  - Color Photographs of the Project Area (include existing facilities, water bodies, special features, overhead utility lines, etc.)
  - Maps (topographic and aerial)
- 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

**\* Links to fillable forms on page 11.**

**LOCAL PARK GRANT PROGRAM**

**SAMPLE RESOLUTION AUTHORIZING APPLICATION**

A RESOLUTION OF THE city/county/etc., TEXAS HEREINAFTER REFERRED TO AS “APPLICANT,” DESIGNATING CERTAIN OFFICIALS AS BEING RESPONSIBLE FOR, ACTING FOR, AND ON BEHALF OF THE APPLICANT IN DEALING WITH THE TEXAS PARKS & WILDLIFE DEPARTMENT, HEREINAFTER REFERRED TO AS “DEPARTMENT,” FOR THE PURPOSE OF PARTICIPATING IN THE LOCAL PARK GRANT PROGRAM, HEREINAFTER REFERRED TO AS THE “PROGRAM”; CERTIFYING THAT THE APPLICANT IS ELIGIBLE TO RECEIVE PROGRAM ASSISTANCE; CERTIFYING THAT THE APPLICANT MATCHING SHARE IS READILY AVAILABLE; DEDICATING THE PROPOSED SITE FOR PERMANENT (OR FOR THE TERM OF THE LEASE FOR LEASED PROPERTY) PUBLIC PARK AND RECREATIONAL USES; AND CERTIFYING THAT THE APPLICATION HAS BEEN SUBMITTED TO THE APPROPRIATE REGIONAL COUNCIL OF GOVERNMENTS FOR THE TEXAS REVIEW AND COMMENT SYSTEM (TRACS) REVIEW.

**WHEREAS**, the Applicant is fully eligible to receive assistance under the Program; and

**WHEREAS**, the Applicant is desirous of authorizing an official to represent and act for the Applicant in dealing with the Department concerning the Program;

**BE IT RESOLVED BY THE APPLICANT:**

**SECTION 1:** That the Applicant hereby certifies that they are eligible to receive assistance under the Program, and that notice of the application has been posted according to local public hearing requirements.

**SECTION 2:** That the Applicant hereby certifies that the matching share for this application is readily available at this time.

**SECTION 3:** That the Applicant hereby authorizes and directs its **(title of individual – must be sponsor staff)** to act for the Applicant in dealing with the Department for the purposes of the Program, and that **(name of individual)** is hereby officially designated as the representative in this regard.

**SECTION 4:** The Applicant hereby specifically authorizes the official to make application to the Department concerning the site to be known as **(project name)** in the **(city/county)** of **(name of city or county)** for use as a park site and is hereby dedicated (or will be dedicated upon completion of the proposed acquisition) for public park and recreation purposes in perpetuity (or for the lease term, if legal control is through a lease). Projects with federal monies may have differing requirements.

**SECTION 5:** That the Applicant hereby certifies that a copy of the application has been submitted to the appropriate regional council of governments for Texas Review and Comments System consideration.

Introduced, read and passed by the affirmative vote of the “Applicant” on this \_\_\_\_ day of \_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Appropriate Official

\_\_\_\_\_  
Typed Name and Title

**NOTE: ALL INFORMATION SHOWN IN THE “SAMPLE RESOLUTION” MUST BE INCLUDED IN THE RESOLUTION PASSED BY THE GOVERNING BODY OF THE SPONSOR APPLYING FOR PROGRAM FUNDS.**

A fillable version of this form is available as a link on page 11.

## **LOCAL PARK GRANT PROGRAM**

### **APPLICANT'S CERTIFICATION & PROGRAM ASSURANCES**

As the duly authorized representative of the sponsor designated in the Resolution Section 3, I certify that the sponsor:

1. Has complied with all pertinent local and state laws, and Local Park Grant Program requirements regarding public hearings, including floodplain development, if appropriate.
2. Has submitted a copy of the proposed project documents to the appropriate regional council of governments for Texas Review and Comment System (TRACS) evaluation.
3. Has the required proportionate share of funds available and sufficient for the project as required by Section 13.309 of the Parks and Wildlife Code.
4. Will maintain and operate areas acquired or developed with program assistance at sponsor expense as required by Section 13.309 of the Parks & Wildlife Code.
5. Will permanently dedicate for public park and recreation use all project area(s) which receive program assistance, as required by Chapter 640.1.2 of the *Local Park Grant Program Manual*.
6. Has the legal authority to apply for program assistance, and the institutional, managerial and financial capability to ensure proper planning, management and completion of the project described in this application.
7. Will give the State of Texas, hereafter referred to as "State," through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
8. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the Texas Parks & Wildlife Department, and will record any federal interest in the title of real property in accordance with U. S. Department of Interior directives.
9. Will dedicate and permanently maintain any property designated as a natural area, wetland, or open space to meet program guidelines.
10. Will comply with all provisions of the "Summary of Guidelines for Administration of Local Park Grant Program Acquisition & Development Projects."
11. Will comply with the requirements of the Department with regard to the drafting, review and approval of construction plans and specifications.
12. Will obtain all required state and/or federal permits related to project development.
13. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the completed work conforms to the approved plans and specifications.
14. Will furnish quarterly progress reports and such other information as may be required by the Department.
15. Will initiate and complete the work within the applicable time frame after receipt of approval from the Department.
16. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

**APPLICANT'S CERTIFICATION & PROGRAM ASSURANCES - continued**

17. Will comply with all State and Federal statues relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) any other non-discrimination provisions in the specific statute(s) under which application for program assistance is being made, and (f) the requirements of any other non-discrimination statute(s) which may apply to the application.
18. Will comply with the flood insurance purchase requirements of Section 4012(a) of the Flood Disaster Protection Act of 1973 which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance in an amount at least equal to its development or project cost.
19. Will comply with environmental standards which may be prescribed to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplain in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S. C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air)Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
20. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
21. Will assist the Department in assuring compliance with the Texas Antiquities Code.
22. Will cause to be performed the required financial and compliance audits in accordance with the state or federal Single Audit requirements.
23. Will comply with all applicable requirements of all other State and Federal laws, regulations and policies governing this program.

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Sponsor/ Project Name

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Signature of Official Authorized in Resolution

---

Print Name and Title of Official

---

Date

A fillable version of this form is available as a link on page 11.

**SMALL COMMUNITY PARK GRANT PROGRAM**

**FILLABLE APPLICATION FORM PART I – GENERAL INFORMATION**

**I. SPONSOR INFORMATION**

- A. Sponsor Name: \_\_\_\_\_
- B. Address (including zip code): \_\_\_\_\_
- 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/Latitude/Longitude Coordinates: \_\_\_\_\_

**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**)

**\* Link to fillable forms on page 11.**

**SMALL COMMUNITY PARK GRANT PROGRAM**

**FILLABLE 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 III) \$ \_\_\_\_\_
- J. Other Funds/Resources \* (Specify in Section III) \$ \_\_\_\_\_
  
- TOTAL SPONSOR SHARE (Add Lines 1 through 10) \$ \_\_\_\_\_**

NOT TO EXCEED \$75,000

**\* = Include letter(s) of commitment for donations of land, cash and labor, equipment and/or materials. These letters must include value of the contribution, and how the value was determined.**

---

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

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

\_\_\_\_\_

**III. EXPLANATIONS**

Type or print explanations; include additional pages if necessary

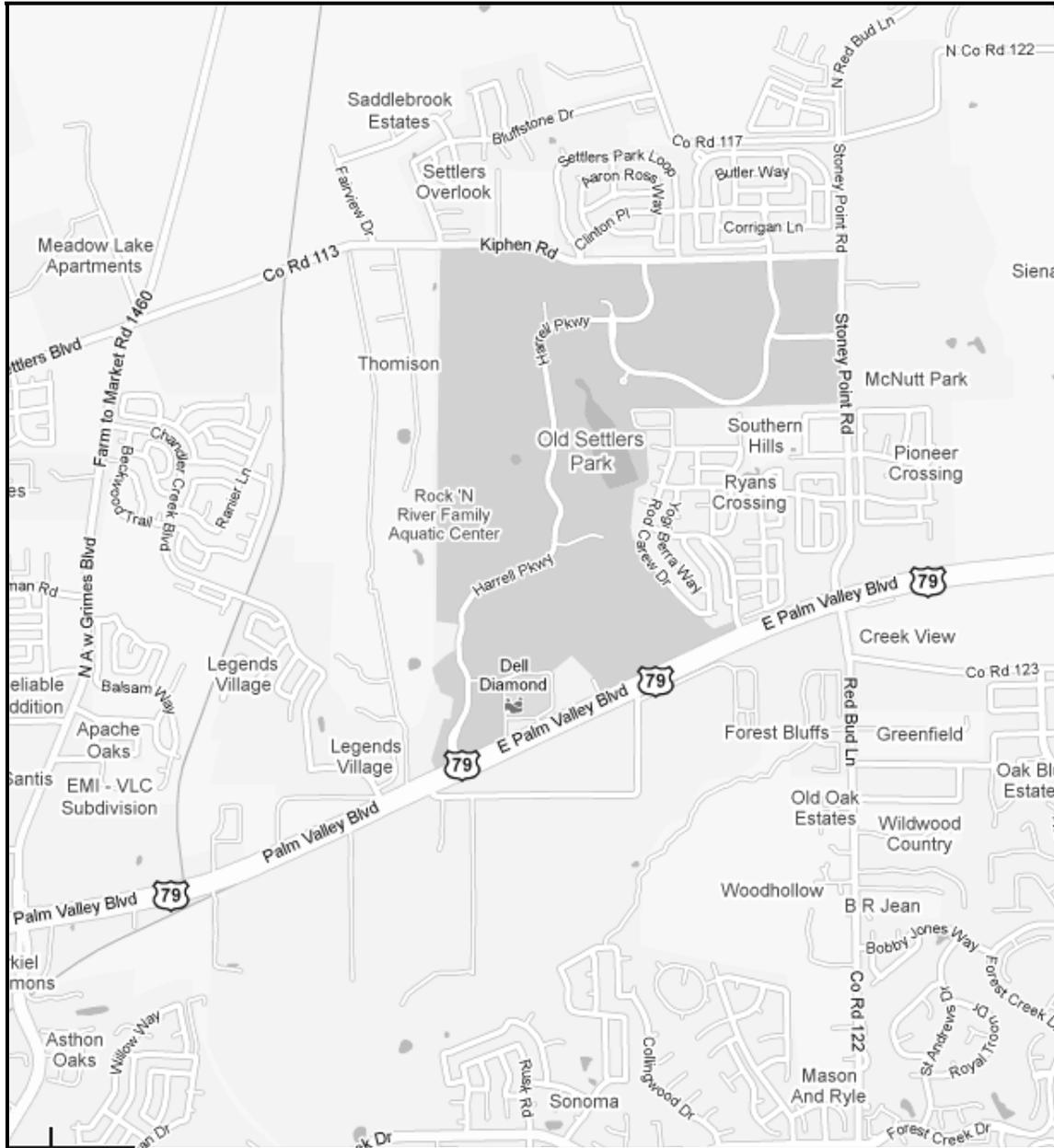
\_\_\_\_\_

**\* Link to fillable forms on page 11.**

## LOCAL PARK GRANT PROGRAM

### 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. Using any internet search engine, print the location map. Outline the project location.



**Map(s) should not exceed 8 ½“ x 11”**

## 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 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 and when they were constructed (include pictures of facilities to be renovated) \_\_\_\_\_
- 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 may only include native plants. For reference, use the link [www.wildflower.org/explore/](http://www.wildflower.org/explore/) for plants that can be supported with grant funds.

### III. PROJECT JUSTIFICATION

Thoroughly describe and cite any relevant public input:

- 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. 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
- G. Address numbers I-IX of the Project Priority Scoring System in Appendix A.
- H. 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 \_\_\_\_\_
- I. Describe any relationships between the proposed project and other work planned, anticipated, presently underway and the source of funding. \_\_\_\_\_

### IV. PROJECT ACTION PLAN

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

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> & 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 if possible (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)

## 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 received or committed to this project. Copies of letter(s) of commitments, letter(s) of donations, grant award letter(s) should be placed behind Part II (Budget Information) in the application: \_\_\_\_\_

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

## 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. \_\_\_\_\_
- 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 Appendix D).

## LOCAL PARK GRANT PROGRAM

### ENVIRONMENTAL ASSESSMENT 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 assessment must address the elements below. The assessment 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 Appendix E.

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

Identify who prepared the Environmental Assessment, include name, title, address and contact information. \_\_\_\_\_

#### **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)
- If applicable, provide documentation of initial contact and coordination with agencies such as:
  - U.S. Army Corps of Engineers 404 permit
  - Texas Historic Commission
  - Health Department clearance (pools)
  - General Land Office (coastal areas)
  - Texas Department of Environmental Quality (former landfills, etc.)

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

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

#### **III. DESCRIPTION OF THE ENVIRONMENT**

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

**A. Natural Characteristics**

- Surrounding land uses N, S, E, W (residential, commercial, agricultural) \_\_\_\_\_
- Vegetation – species, dominant plants, vegetation \_\_\_\_\_
- Topography \_\_\_\_\_
- Natural water features on site \_\_\_\_\_
- Soils \_\_\_\_\_
- Wildlife Habitat \_\_\_\_\_
- Existing site development (extent of impervious cover, structures, etc.) \_\_\_\_\_
- Utilities available on site \_\_\_\_\_
- Overhead utility lines on site \_\_\_\_\_
- Any history of contamination \_\_\_\_\_
- Any rights-of-way or easements \_\_\_\_\_
- Located in flood plain or wetland (see page 27 for required documentation) \_\_\_\_\_
- Current property ownership \_\_\_\_\_
- Sites that are a federal, state, or local government identified area recognized in an acceptable, published planning document for having valuable or vulnerable natural resources, ecological processes, or rare, threatened, or endangered species of vegetation or wildlife \_\_\_\_\_

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

NOTE: Grant funds **may only** be used to purchase or install **native plant species** at fund assisted sites. See <http://www.wildflower.org> for listing of acceptable native plants for your location. A plant list will be required if the approved project includes landscaping.

**IV. 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:

**A. Environmental Resources**

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"/>	

**Refer to page 27, regarding required additional information related to Floodplain and Wetland as applicable to this project.**

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

**C.** 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. \_\_\_\_\_

**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. 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.

A copy of all applications will be reviewed by the Fisheries and Wildlife divisions at TPWD.

## VII. MAPS AND PHOTOGRAPHS

- Provide a USGS 7.5' topographic quadrangle map that clearly delineates exact location of the site and it's boundaries. This can be printed for free at the following website: <http://www.usgs.gov/pubprod/>, under "maps," click "download digital scans of topo maps" and click "map locator."
- Attach aerial photo of site and indicate the year the photo was taken.
- Provide color photos of the site and surrounding area with captions or narratives.

## VIII. 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:

- A. 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.). Describe actions taken.
- B. 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

- C. 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**

**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 Appendix B for more information).

The value of sponsor owned non-park land 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 on page 11). 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
- may contact the land owner to determine if the land is available for acquisition
- may 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* 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 at:

<http://www.usdoj.gov/enrd/land-ack/>

## PRELIMINARY VALUATION LETTER

All projects proposing the acquisition of land must submit a valuation letter from a real estate professional 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 our Website 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.

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.

## 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 Appendix C). In addition, land may be transferred to a non-profit holding organization until an application has been reviewed and approved.

## 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. Contact Recreation Grants at 512-389-8224 with any questions.

**LOCAL PARK GRANT PROGRAM**  
**APPLICATION ACQUISITION SCHEDULE**

SAMPLE

Project Sponsor and Project Name (A)

ACQ TYPE (B)	PARCEL NUMBER (C)	ACREAGE (D)	LAND VALUE (E)	IMPROVEMENT VALUE (F)	CURRENT OWNER (G)	TOTAL VALUE OF PARCEL (H)
3	A	30.74	\$ 75,000.00	\$	ABC Developer	\$75,000.00

TOTAL ACREAGE:

30.74 (I)

TOTAL ACQUISITION: (J)

\$75,000.00

## SAMPLE ACQUISITION SCHEDULE

A fillable version of the Acquisition Schedule is available as a link on page 11.

**(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 parcel. Include a Preliminary Value Letter to support the estimate value of all property proposed for acquisition from a person knowledgeable about local real estate values or from county tax valuation records (an appraisal is NOT required at the time of application).

**(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**

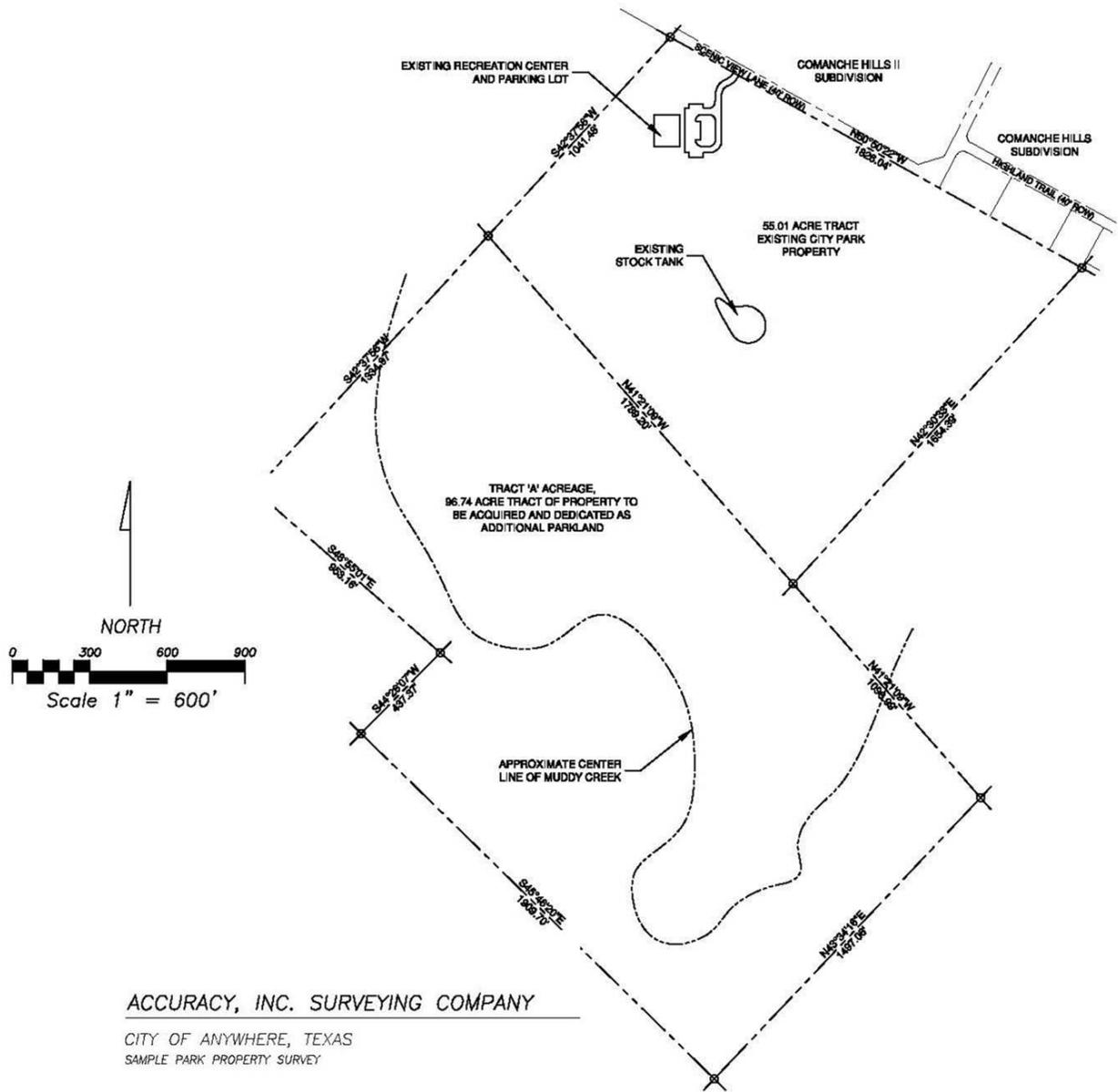
The total will be automatically calculated in the fillable version.

**(J) TOTAL ACQUISITION**

The total will be automatically calculated in the fillable version.

**LOCAL PARK GRANT PROGRAM**

**SAMPLE BOUNDARY MAP**



Map should be full page, maximum 11" x 17"

## **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:

1. Sponsor and project name;
2. Directional arrow and scale;
3. 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;

4. Locate and label all easements, overhead utilities, structures & improvements, water bodies, adjoining streets (including designated right-of-ways), and future or proposed streets.

## **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.

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**LOCAL PARK GRANT PROGRAM**

**SAMPLE 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.**

On behalf of the \_\_\_\_\_ **Entity in ownership of the land to be used as match** \_\_\_\_\_

I hereby certify that all property described below has never been **DEDICATED, PLATTED, MANAGED, USED 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

A fillable version is available as a link on page 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 on page 11.

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 required and eligible for reimbursement. The required permanent program acknowledgment sign is also eligible for reimbursement. The Department has permanent signs available at no cost by request

### **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 the Recreation Grants staff 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 on page 11.

<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 RECREATION GRANT

## SAMPLE SITE PLAN



<p>CITY OF PORT ARTHUR ADAMS PARK</p>	<p>Port Arthur TEXAS</p>	<p><small>THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF THE CITY OF PORT ARTHUR, TEXAS. THEY ARE TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ANY REUSE OR MODIFICATION OF THESE PLANS WITHOUT THE WRITTEN CONSENT OF THE CITY OF PORT ARTHUR IS STRICTLY PROHIBITED. THE CITY OF PORT ARTHUR ACCEPTS NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THESE PLANS AND SPECIFICATIONS.</small></p>	<p>DFL Group, LLC LANDSCAPE ARCHITECTS</p>	<p>Project No. 1071 Sheet No. P4000 Date: 12/10/20</p>

## 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.**

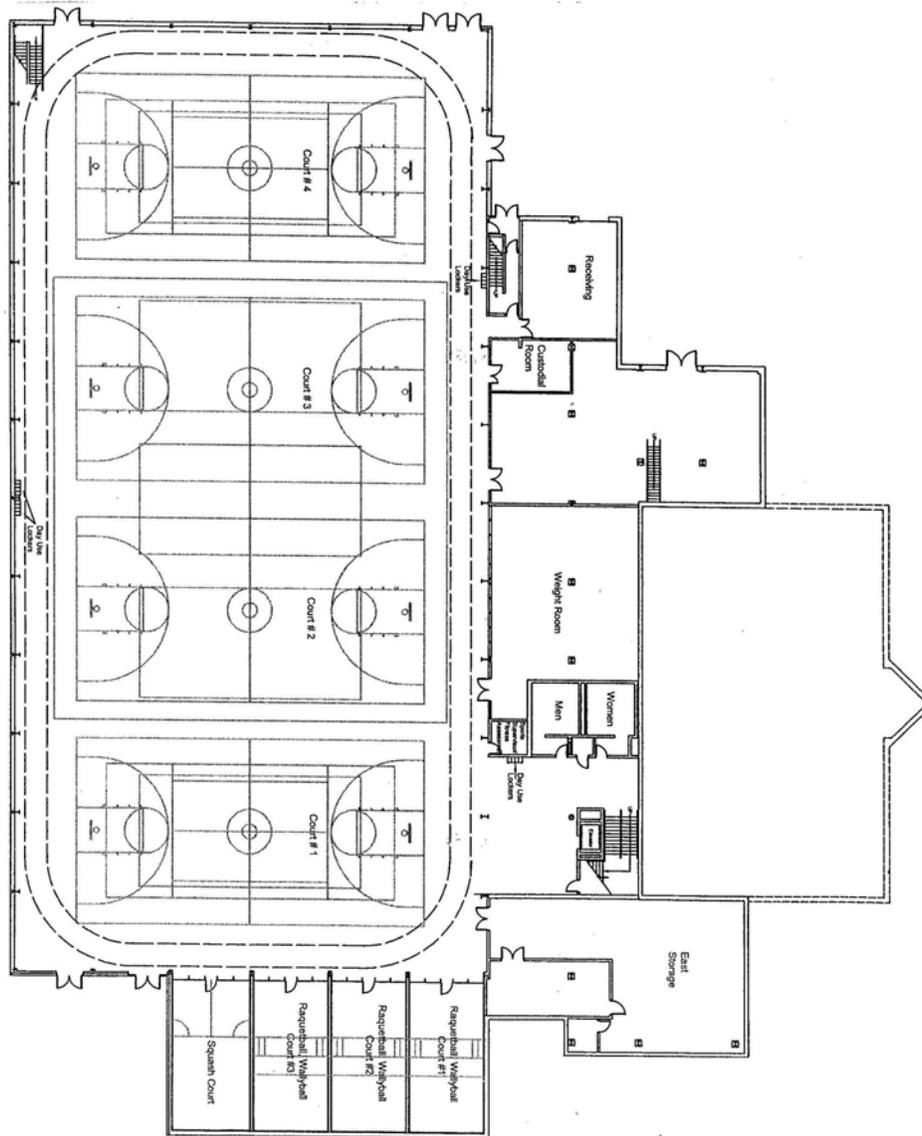
Even if the application process proposes to only acquire land and does not include a request for development, a conceptual site plan is still needed. The conceptual plan should indicate how and where the site is to be developed for public recreation use and for other non-recreation uses, if applicable. 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

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. Maximum size (11" x 17"), Minimum size (8 1/2" x 11")
- B. Include sponsor's name, project name, directional arrow, scale and date.
- C. 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.
- D. 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.)
- E. 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.
- F. 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." **Do not use a legend, please label the site plan.**
- G. 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.

## SAMPLE FLOOR PLAN



Floor Plan should be full page.

### REQUIREMENTS FOR FLOOR PLANS

1. Maximum Size (11" x 17")
2. Minimum Size (8 ½" x 11")
3. Scaled drawing showing size, function, and spatial relationships of all building elements

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

**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.
- Include COG submittal cover letter if the TRACS letter is unavailable.

**I. 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

**II. 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

<p>Contact the Recreation Grants staff at 512-389-8224 if there are questions related to these items.</p>
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# APPENDIX A

## 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.

$$\# \text{ Documented contributions} = \underline{\hspace{2cm}}$$

**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)

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# APENDIX B

## Acquisition Criteria

## LOCAL PARK GRANT PROGRAM

### ACQUISITION CRITERIA

#### **ELIGIBLE ACQUISITIONS**

Acquisition of lands, man-made improvements and waters, additions to existing parks, forests, wildlife areas, beaches, wetlands, and other similar areas dedicated to public outdoor recreation may be eligible for assistance. The following are examples of acquisitions which are eligible for assistance:

1. Land with frontage on the Gulf of Mexico, bays, estuaries, rivers, lakes, streams, ponds, and wetlands that will provide water-based public recreation opportunities, and the acquisition of water bodies themselves.
2. Land for creating water impoundments to provide for water-based public recreation opportunities.
3. Land that provides special recreation opportunities such as floodplains, wetlands, areas adjacent to scenic highways, and open space.
4. Natural areas, preserves and outstanding scenic areas where the objective is to preserve the natural/aesthetic values. This includes areas of physical or botanical importance and wildlife areas. These areas must be open to the general public for recreation use to the extent that the natural attributes/resources of the areas will not be seriously impaired or lost.
5. Land within urban areas for neighborhood parks, community parks, athletic complexes for non-professional sports, golf courses, greenbelts, and both passive and active recreational uses.

#### **MEANS OF ACQUISITION**

Acquisition of lands/waters or interests therein may be accomplished through purchase, eminent domain or condemnation, dedication, transfer, donation, or a combination of these methods. When the acquisition is proposed by donation, the nature of any restriction on the use of the area or condition of donation will be examined to ensure that it is compatible with the purpose of the project. Full title must rest with the sponsor with no outstanding liens on the property.

Sponsor or publicly-owned lands which have ***never been dedicated, platted, managed, used, or acquired for public park or recreation uses*** may be used as the sponsor's matching share for a project. All acquisition procedures and documentation requirements must be followed, as outlined in this Procedural Guide (even though technically these are not true acquisitions). Land owned by another governmental entity which meets the non-parkland criteria must be proposed for acquisition by the sponsor in a grant application. Leased land cannot be used as the local matching share. After the grant is approved, other government-owned non-parkland must be deeded to the sponsor in accordance with the program acquisition procedures.

Land which will be deeded to the sponsor as a result of a local ordinance requiring the mandatory dedication of land for park, recreation, and open space purposes will be eligible for acquisition assistance if the dedication does not occur prior to Department authorization.

## **ACQUISITION OF STRUCTURES**

Acquisition projects may include structures and impoundments which are:

1. To be used for public recreation or related support facilities; or
2. A part of the recreation area to be acquired and are to be removed, demolished, or drained in the case of an impoundment.

Grant applications must identify all improvements and discuss the proposed use, disposition, or mitigation of these structures.

## **ACQUISITION OF LESSER INTERESTS**

Proposed acquisitions of interests in lands/waters of less than fee simple title are acceptable where such lesser rights will ensure the desired public use. Proposals such as a permanent park or conservation easements will be evaluated on their merit and contribution to public recreation.

## **RESERVATIONS AND RIGHTS NOT ACQUIRED**

Reservations and rights held by others (i.e. - mineral rights, property liens, easements, etc.) are permissible only if it is determined that the outdoor recreation activities and environment would not be adversely affected. The applicant shall list all outstanding rights or interests held by others on the boundary map. Reservations must also be discussed in the environmental assessment to explain how these outstanding rights are to be dealt with to assure that recreation interests and the environment will not be adversely affected.

## **DELAYED DEVELOPMENT**

Assistance may be available to acquire property on which recreational development is not planned until a future time. During the interim between the time the property is acquired and the time it is developed, the property should be open for those public recreational purposes which the land is capable of supporting, or which can be achieved with minimum public investment. Sponsors submitting grant applications to acquire land for future development must submit a master plan for development with the application. Non-recreational uses, such as agriculture or grazing, which are occurring on the property at the time of acquisition may continue for up to three years, or the remainder of the grant period, contingent on prior Department approval. In such cases the project sponsor shall not receive reimbursement for the land until the non-recreational use is terminated.

If development will be delayed for more than two years from the date of acquisition, the following information must be included in the grant application:

1. Justification as to why the immediate acquisition is necessary;
2. A schedule for development, pursuant to the master plan;
3. Discussion of any non-recreational property uses, including when such uses will terminate. Non-recreational uses must terminate within three years from the date of acquisition;
4. Assurance that any income derived during the interim period will be used on the project site only;
5. Identification of the type of public recreational access to be provided during the interim period.

It is not necessary that the eventual development be carried out with grant assistance, or that such unassisted recreational development be Department approved as long as it is in accordance with the master plan and purpose for which the application was made. Once developed, all improvements on land acquired with fund assistance must be operated and maintained in accordance with program requirements. If acquisition assistance is received, development on the property must begin within three years of project approval. Public access to the site must be made available immediately after the site is acquired.

## **ACQUISITIONS NOT ASSISTED UNDER THE LOCAL PARK GRANT PROGRAM**

Generally, grant assistance will not be made for the following:

1. Historic sites and structures. Exceptions may be made with Department approval only when it is clearly demonstrated that the acquisition is primarily for public recreation purposes. This exclusion need not prevent the consideration of a project calling for the acquisition of real property interest contiguous to (or near) historic sites/structures which meet priority recreation needs. The acquisition must be in accordance with the [Texas Antiquities Code](#) if it is adjacent to or includes a site listed as a State Archaeological Landmark (SAL) or if it is a site eligible for listing as a SAL.
2. Museums, sites for museums or sites primarily for archaeological excavation.
3. Public school property. Acquisition will not be made for school property to help meet minimum acreage requirements, as established by state law or local regulations.
4. Areas and facilities to be primarily used for semi-professional or professional arts or athletics (such as amphitheaters, rodeo arenas, stadiums, etc.).
5. Game refuges or fish hatcheries. Acquisition of areas/facilities to be used solely for game refuges or fish production.
6. Areas containing luxury lodges, motels, cabins or similar elaborate facilities. Acquisition of sites containing elaborate facilities which are to be operated by the project sponsor or a concessionaire to service the public with food or lodging.
7. Agricultural land primarily for agricultural purposes.
8. Areas for which the primary purpose of the acquisition is for non-recreational uses (such as an area to be impounded or excavated to serve as a future public water supply).
9. Lands already within the public domain which were previously dedicated, platted, managed, used, or acquired for public park, recreation and open space use are not eligible to serve as the sponsor's matching project share.
10. Land which has been designated for **acquisition as mitigation** for other public domain activities **may not be used for matching fund purposes** and will **not be eligible for acquisition assistance**. Land acquired for mitigation of projects undertaken by the private sector are, however, eligible for acquisition under this program and may be used as matching funds if proposed as a donation in the grant application.

Acquisition eligibility questions should be directed to the Recreation Grants Branch at 512-389-8224 **prior** to the submission of a grant application.

# APENDIX C

## Waiver of Retroactivity

## **LOCAL PARK GRANT PROGRAM**

### **WAIVER OF RETROACTIVITY GUIDELINES - LAND ACQUISITION**

Waivers of Retroactivity are available to eligible grant applicants to allow for land acquisition **prior to grant approval**. For land which may be **under eminent threat of loss as an acquisition opportunity**, the Department **may** authorize acquisition to occur prior to grant approval through a Waiver of Retroactivity. Waivers may be considered for convenience purposes with the understanding that if a grant is approved, this may limit funding opportunities for the project. Contact the Recreation Grants staff with any questions.

An approved waiver does not constitute future grant approval, nor is it implied. A Waiver of Retroactivity simply preserves the matching potential of a park site for a limited period and allows the local sponsor to utilize the value of the land as all or part of the project's matching share.

Waivers of Retroactivity are only one means of securing park land prior to project approval while maintaining the match potential for a future grant application. Other means of securing property include the transferring of title to a private non-profit trust/foundation for holding, or through the use of certain right-of-first-refusal contracts which receive prior Department approval. Waivers will not be granted if it is determined by the Department that an environmental impact statement will be required.

Waivers are available for land acquisitions only – waivers will not be considered for development or construction.

#### **THE FOLLOWING RESTRICTIONS APPLY WHEN A WAIVER IS GRANTED:**

1. Waivers and land acquisition costs are incurred at the sponsor's expense and risk. The granting of a waiver does not in any way ensure grant approval or site eligibility, or imply Department commitment to the project.
2. Waivers are valid only for a limited period of time. A waiver will expire at the end of the second state fiscal year following the state fiscal year in which the waiver was granted. A state fiscal year is September 1<sup>st</sup> to August 31<sup>st</sup>. Extensions up to three additional fiscal years will only be granted on a case-by-case basis.

The granting of extensions beyond the original expiration date may limit the funding options for projects as Land and Water Conservation Fund guidelines preclude waivers beyond the two fiscal year limit.

3. A complete grant application must be submitted by the sponsor as soon as possible after the granting of the waiver. The grant must be approved by the Department prior to the waiver's expiration.
4. Waivers are for land acquisition only. Construction/development costs will not be made retroactive.
5. The level of grant acquisition assistance will be determined by an independent appraisal approved by the Department after grant approval (see "Acquisition Methods and Appraisals" in the *Instructions for Approved Projects*). It is strongly recommended that the appraisal be prepared prior to the transfer of any property, and prior to application submission. This will ensure that the land value is known, and that there will be no budgeting surprises if the grant is later approved.

**TO REQUEST A WAIVER, THE FOLLOWING MUST BE SUBMITTED FOR REVIEW:**

1. Cover letter addressing the scope and **urgency** of the waiver and an assurance that it is understood that the granting of a waiver will in no way commit the Department to the future funding of a grant project
2. Location and boundary maps
3. Proposed conceptual development plan
4. Environment Assessment - provide a description of the site and environment (refer to the Environmental Assessment beginning on page 22 for more information), and including:
  - Vegetation
  - Topography
  - Geology
  - Soils
  - Wildlife
  - Water resources
  - Access to the site
  - Outstanding characteristics
  - Existing structures and improvements
  - Utilities and easements
  - Surrounding land uses
  - Current property ownership
5. Other pertinent information should be addressed such as:
  - Threatened or endangered species of flora or fauna
  - Significant mineral values
  - Unique geological formations
  - Unique animal or plant ecosystems
  - Cultural/archeological/historical sites
  - Located in a designated floodplain, or
  - Contains wetlands

On review and acceptance by the Department, a waiver agreement will be executed by both the Department and the applicant. A copy of the agreement should be included in the forthcoming application submission.

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# APPENDIX D

## Post Project Responsibilities

## **LOCAL PARK GRANT PROGRAM**

### **RETENTION, OPERATION & MAINTENANCE RESPONSIBILITIES**

#### **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 upon request.

#### **CHANGES IN RECREATIONAL USES**

The recreational use of property developed with program assistance may not be changed from that approved when assistance was obtained, unless prior approval is obtained.

#### **OPERATION AND MAINTENANCE**

Property acquired or developed with program assistance will be operated and maintained as follows:

1. The property will be maintained as attractive and inviting to the public.
2. Sanitation and sanitary facilities will be maintained in accordance with applicable health standards.
3. Properties will be kept reasonably safe for public use.
4. Buildings, roads, trails, and other improvements will be kept in reasonable repair throughout their estimated lifetime to prevent undue deterioration and to encourage public use. It is not necessary that assisted improvements be maintained in perpetuity. Once assisted improvements have exceeded their estimated lifetime, or they are no longer economically feasible to operate or maintain, they may be demolished as long as the area remains in use for public recreation and prior Departmental approval is received.
5. The facility will be kept open for public use at reasonable hours and times of the year.
6. Property which includes natural area, wetland, or open space dedication should be maintained to preserve the original characteristics of the area which were suitable for these designations. This might include restrictions on development, mowing, drainage, landscaping, intensity of use, or other considerations which could affect the habitat or species within these designated areas.

#### **A. AVAILABILITY TO USERS**

- **Non-Discrimination:** Property acquired or developed with program assistance shall be open to persons regardless of age, race, color, religion, sex, national origin, or handicap. Discrimination on the basis of residence, including preferential reservation or membership systems, is prohibited, except to the extent that reasonable differences may be charged on the basis of residence. The requirements for posting this information and text are available in this section.

- Reasonable Use Limitations: Participants may impose reasonable limits on the type and extent of use of the areas and facilities acquired or developed with program assistance when such a limitation is necessary for maintenance or preservation.

Additional on-going commitments include, but are not limited to:

1. All property acquired and/or developed with fund assistance must remain dedicated in perpetuity and be used only for public recreation, with the exception of leased lands which may revert to other uses upon lease expiration;
2. No overhead utility lines may be installed;
3. The project area(s) must be open to the public and utilized for public recreation, free from discrimination pursuant to Title VI of the Civil Rights Act of 1964;
4. The project area(s) must be maintained so that it is safe, attractive, and inviting to the public.
5. A permanent program acknowledgement sign or plaque must be installed and maintained at all project sites;
6. Periodic post completion inspections by Department staff will generally be unannounced, and are intended to ensure that program compliance continues after the project is completed. The sponsor may be asked periodically to participate in post completion self-inspection at the request of the Department. Sponsors who fail to comply with long-term program commitments may jeopardize future eligibility for funds for new projects and/or be subject to legal actions by the state and/or federal government to enforce program compliance.

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Sample of non-discrimination posting information and text:

**FOR ALL RECREATION GRANT FUND ASSISTED PROJECT SITES**

Discrimination at park sites acquired and/or developed with state or federal grant funds is prohibited. If you believe you have been discriminated against on the basis of your *race, color, national origin, disability, sex, or age*, please contact the agencies listed below.

For Local Park Grant Program assisted sites:

For Land and Water Conservation Fund assisted sites:

Recreation Grants Branch  
 Texas Parks & Wildlife Department  
 4200 Smith School Road  
 Austin TX 78744  
 512-389-8224

EEO Program Manager  
 US Department of the Interior  
 National Park Service  
 1849 C Street, NW (Org Code 0008)  
 Washington DC 20240

Please post this notice, or similar non-discrimination notices. Posters should be displayed at park system administrative buildings, park sites with bulletin boards and visitor centers.

A printable poster related to federally funded sites is available at:  
<http://www.dol.gov/oasam/programs/crc/diatl.pdf>

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# APPENDIX E

## Useful Links

### ENVIRONMENTAL LAWS AND REGULATIONS

#### Cultural and Paleontological Features:

<http://www.achp.gov/nhpa.html>

<http://www.statutes.legis.state.tx.us/Docs/NR/html/NR.191.htm>

#### Water Air and Solid Waste:

<http://www.epa.gov/wetlands/regs/sec404.html>

<http://www.statutes.legis.state.tx.us/Docs/PW/pdf/PW.86.pdf>

<http://www.epa.gov/wetlands/regs/sec401.html>

<http://www.statutes.legis.state.tx.us/Docs/WA/html/WA.11.htm>

[http://163.234.20.106/nav/main/land\\_main.html](http://163.234.20.106/nav/main/land_main.html)

[http://163.234.20.106/nav/main/air\\_main.html](http://163.234.20.106/nav/main/air_main.html)

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.VIEWTAC?tac\\_view=4&ti=30&pt=1&ch=111](http://info.sos.state.tx.us/pls/pub/readtac$ext.VIEWTAC?tac_view=4&ti=30&pt=1&ch=111)

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.TacPage?sl=R&app=2&p\\_dir=&p\\_rloc=82997&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=82997&ti=30&pt=1&ch=334&rl=1&dt=&z\\_chk=&z\\_contains=](http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=2&p_dir=&p_rloc=82997&p_tloc=&p_ploc=&pg=1&p_tac=82997&ti=30&pt=1&ch=334&rl=1&dt=&z_chk=&z_contains=)

#### Herbicide, Pesticide and Chemical Use:

<http://www.statutes.legis.state.tx.us/Docs/AG/html/AG.76.htm>

<http://www.epa.gov/lawsregs/laws/esa.html>

<http://www.epa.gov/agriculture/lfra.html>

#### Endangered Species:

<http://www.statutes.legis.state.tx.us/Docs/PW/html/PW.68.htm#68.002>

<http://www.nature.nps.gov/nnl/>

<http://www.rivers.gov/>

<http://wilderness.nps.gov/>

#### Non-Game Birds:

<http://www.statutes.legis.state.tx.us/Docs/PW/word/PW.64.doc>

### TPWD GRANTS, TRAINING AND EDUCATION PROGRAMS

<http://www.tpwd.state.tx.us/business/grants/>

[http://www.tpwd.state.tx.us/business/grants/wildlife/wl\\_diversity\\_conservation/](http://www.tpwd.state.tx.us/business/grants/wildlife/wl_diversity_conservation/)

<http://www.tpwd.state.tx.us/business/grants/other/>

This list is for reference only and is not inclusive; other federal, state and local laws may apply to proposed project activities. It is the responsibility of the sponsor to identify and obtain all necessary permits and clearances.