

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

LOCAL PARK GRANT PROGRAM

Indoor Recreation Grant Application

(PWD 1170-P4000)

Revised July 2011

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.



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LOCAL PARK GRANT PROGRAM

TEXAS PARKS AND WILDLIFE DEPARTMENT MISSION STATEMENT

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

RECREATION GRANTS BRANCH MISSION STATEMENT

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

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TABLE OF CONTENTS

Mission Statements.....	i
Table of Contents.....	iii
Branch Directory	iv
General Information	1
Application Checklist.....	12
Sample Resolution.....	13
Sample Applicant's Certification	14
Application Form – Part I	16
Application Form – Part II	17
Location Map	18
Project Narrative Instructions.....	19
Environmental Assessment Instructions	22
Acquisition Instructions and Forms	28
Sample Boundary Map	32
Assurance of Eligibility for Public-Owned Land	35
Sample Budget Summary	36
Site Plan & Floor Plan Instructions	38
Final Application Elements (TRACS, legal control of land, drilling/mining)	41
Appendices	
Appendix A – Project Priority Scoring System	43
Appendix B – Acquisition Criteria	47
Appendix C – Waiver of Retroactivity.....	51
Appendix D – Master Plan Guidelines	55
Appendix E – Post Project Responsibilities	61
Appendix F – Useful Links	65

Recreation Grants Branch Directory

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

Tim Hogsett, Director	389-8224
Local Park Grants Section Manager	389-8175
Fiscal Section Manager	389-8210
Community Outdoor Outreach Program Manager	389-8745
Non-TRPA Grants (Boating, Trail, & Pump-out) Manager	389-8128
Office Manager	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 Rec.Grants@tpwd.state.tx.us or 512-389-8224.

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 indoor 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 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

- Athletic and Sports Facilities (such as gymnasiums, sports courts, tracks, weight training, etc.)
- Arts and Crafts Facilities
- Nature Centers, Exhibit and Interpretive Space
- Senior Citizen Centers, Meeting Rooms and Stages
- Recreation Related Equipment
- Aquatics/Swimming Facilities
- Exercise Rooms, Steam Rooms, Sauna and Whirlpool Facilities

The following facilities may receive grant assistance only if they are to be located within an eligible Indoor Recreation Facility/Project area:

- Day Care Areas
- Kitchens or Food Preparation Areas
- Locker Rooms and Restrooms
- Parking Lots and Utilities
- Recreation Center Staff Offices

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.

INELIGIBLE TYPES OF DEVELOPMENT

Development projects which do not have a well-defined objective are not eligible. Projects which do not directly contribute to public indoor recreation activities are not eligible. Support facilities which are not directly related to indoor recreation facilities 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 available 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 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 Archaeo-logical 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 .
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- **Areas/Facilities to be used primarily for Professional or Semi-Professional Arts and Athletics:** Including, but not limited to facilities such as basketball courts, concert halls, indoor theaters, etc.
- **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-rated basis for that portion of the facility which will support the public recreation facilities.
- Community College/University and Convention Facilities
- Employee Residences and Furnishings
- Lodges, Motels, or Luxury Cabins
- Parks and Recreation Department Offices or Headquarters

- Head Start Program and Health Clinics
- Golf and Tennis Pro-Shops
- Conservatory and Garden Centers
- Libraries and Recycling Centers
- Police and Fire Substations
- Visitor Information Centers and Chambers of Commerce Offices
- Convention Facilities

Some 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. If non-eligible facilities are proposed within an eligible indoor recreation facility, grant assistance may be allowed on a pro-rated basis for the eligible facility areas. Questions regarding eligibility 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.

<p>Match MUST be available at the time of application.</p>

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.

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 st	late August
Outdoor Recreation	August 1 st	late January
Indoor Recreation	August 1 st	late January
Urban Outdoor Recreation	March 1 st	late August
Urban Indoor Recreation	August 1 st	late January
Small Community	March 1 st	late August

WHERE TO SUBMIT APPLICATIONS

<u>Mailing Address:</u>	<u>Physical Address (for delivery only)</u>
Recreation Grants Branch Texas Parks & Wildlife Department 4200 Smith School Road Austin TX 78744	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. Although a local parks master plan is not required, priority is given to projects proposing to meet priority needs determined locally in a Department-approved recreation and open space master plan. A master plan is also the best way to document public input. See *Park, Recreation, & Open Space Master Plan Guidelines* in [Appendix D](#).

It is recommended that plans be reviewed by Recreation Grants prior to submission to the applicable governing body for final approval to preclude the sponsor from having to obtain additional approval from the governing body in the event the review finds changes to the plans are needed.

Plans must be delivered to or post-marked 60 days prior to the application deadline and must be in an approvable format (including resolution of adoption).

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/crmdefault.html.

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 E](#).

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Fillable Application Forms

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

[Grant Application - Application Checklist](#)

[Grant Application - Authorizing Resolution](#)

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

[Indoor Grant Application - Information Part I](#)

[Indoor Grant Application - Information Part II](#)

[Grant Application - Environmental Checklist](#)

[Grant Application - Acquisition Schedule](#)

[Grant Application - Assurance of Eligibility](#)

[Indoor Grant Application - Budget Summary](#)

LOCAL 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 in a 3-ring binder and 3 copies clipped. A fillable version of the Application Checklist is available as a link 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:

- _____ Cover Letter
- _____ Resolution Authorizing the Application (executed)
- _____ Applicant's Certification and Program Assurances (executed)
- _____ Application Form Part I
- _____ Application Form Part II
- _____ Letters of Commitment for all Land, Cash, Labor, Equipment and Materials to be Donated
- _____ Letters of Commitment and Draft Agreements for all other Governmental/School Participation
- _____ Location Map of project site
- _____ Project Narrative
- _____ Environmental Assessment
- _____ Natural Area Verification (if applicable)
- _____ Wetland Verification (if applicable)
- _____ Permit or Evaluation Comments from U.S. Army COE, TCEQ, or other Agency (if applicable)
- _____ Maps (topographic and aerial)
- _____ Photographs of the Project Area (include existing facilities, water bodies, special features, overhead utility lines, etc.)

Acquisition Documentation (if applicable)

- _____ Acquisition Schedule
- _____ Five-Year History of Property Conveyance (**donations and publicly owned non-parkland**)
- _____ 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(s) (enclosed facilities only)
- _____ Regional Planning Commission "TRACS" Letter (or cover letter of submission)
- _____ Proof of Ownership and Legal Control (Recorded Deeds, Draft Lease/Easement Agreements)
- _____ Proof Sponsor Can Prevent Surface Drilling/Mining of the Project Site (ordinance, zoning, mineral rights, etc.)

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 statutes 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 Clean 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.

Sponsor/ Project Name

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.

INDOOR RECREATION - LOCAL PARK GRANT PROGRAM

APPLICATION FORM PART I – GENERAL INFORMATION

I. SPONSOR - Authorized Official

- A. Name: _____
B. Title: _____
C. Address (including zip code): _____
D. Comptroller Identification Number: _____
E. Contact Name/Title: _____
F. Email Address: _____

SPONSOR – Administrative Official (day-to-day contact, **must be sponsor staff)**

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

II. PROJECT (If project includes more than 1 site, provide the following information for each site)

- A. Name: _____
B. Physical Address: _____
C. GPS Coordinates: _____

III. CITY & COUNTY: _____

IV. STATE LEGISLATIVE DISTRICTS

State Legislative District Numbers: (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: _____

IV. FEDERAL CONGRESSIONAL DISTRICT: _____

VI. MATCHING FUNDS REQUESTED (50% OF PROJECT): \$ _____
(Not to exceed **\$750,000**)

* * * * *

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

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

APPLICATION FORM – PART II – BUDGET INFORMATION

1.	Voter-Approved Capital Improvement Bonds	\$ _____
2.	Sponsor Appropriations: cash, 4-B, EDC, etc.	\$ _____
3.	Sponsor In-House Labor, Equipment, Materials	\$ _____
4.	Sponsor/Publicly Owned Non-Parkland (Include Assurance of Eligibility)	\$ _____
5.	Private Donations of Land *	\$ _____
6.	Private Donations of Cash *	\$ _____
7.	Private Donations of Labor, Equipment, Materials *	\$ _____
8.	Other Governmental/Educational Resources * (Specify in Section C)	\$ _____
9.	Other Grants * (Specify in Section C) (must already be awarded)	\$ _____
10.	Other Funds/Resources * (Specify in Section C)	\$ _____
11.	TOTAL SPONSOR SHARE (Add Lines 1 through 10)	\$ _____
		NOT EXCEED \$750,000

B. ESTIMATED TOTAL COST OF PROJECT \$ _____

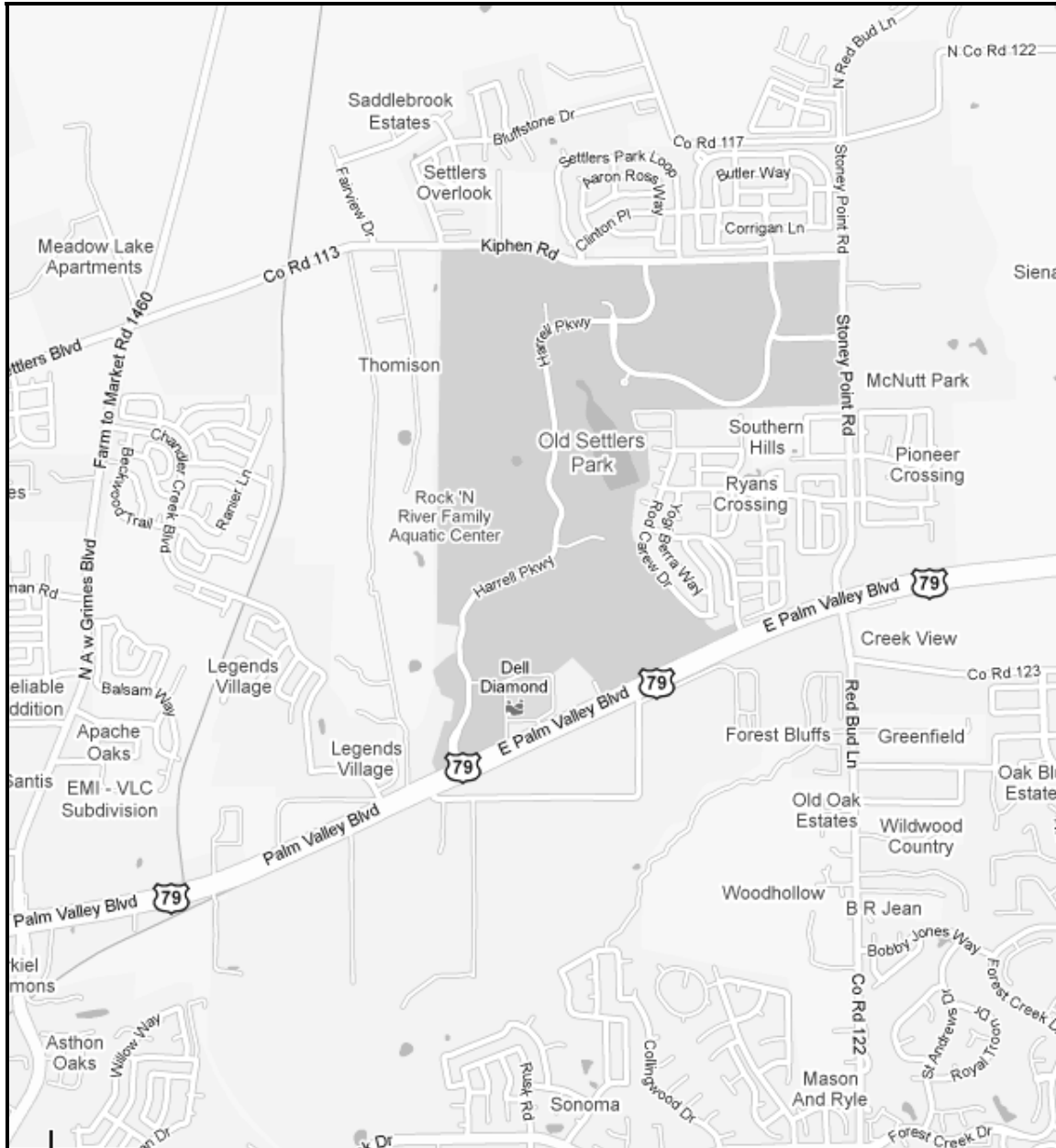
Show additional resources and/or additional sponsor costs, if any, in excess of \$1,500,000 in Section C.

Type or print explanations; include additional pages if necessary

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"

LOCAL 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.

GENERAL INFORMATION

- Name of the project sponsor and the project name
- Who prepared the project narrative.

DESCRIPTION OF PROPOSED PROJECT

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

- If land is to be acquired (see Appendix B for Acquisition Criteria)
 - give the acreage
 - method of acquisition (purchase, donation, condemnation, dedication, use of sponsor-owned non-parkland, or any combination), and
 - if a Waiver of Retroactivity has been obtained for the acquisition site(s) prior to the application. (see Appendix C regarding Waivers of Retroactivity)
- 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 all facilities to be renovated**)
 - identify how each room will be utilized and what equipment and furnishings will be purchased for each room.
 - describe which improvements will be constructed by:
 - contract, force account/in-kind services,
 - the assistance of other governmental entities,
 - through volunteer efforts, or
 - any combination of these methods.
 - proposed landscaping **must not** include **invasive species**. For reference, use the link: <http://www.invasivespeciesinfo.gov/plants/main.shtml>
 - provide a list of proposed plants for landscaping or habitat revegetation, use the link: www.wildflower.org
- Identify the project service area. If the project is to serve the entire jurisdiction, state this fact. If the project is to serve a portion of a city or county, any or all of a special district (MUD, river authority, etc.) provide the census tract number(s) for the area to be served, supported by an approved master plan (if available).

PROJECT JUSTIFICATION

Thoroughly describe:

- **What** recreational needs will be accomplished through the project, and
- **Why** they are needed. If renovation is proposed, state the age of the facilities.

- If such facilities are not available:
 - at the project site,
 - in the project's intended service area, or
 - within the sponsor's jurisdiction.
- If the project service area is determined to be something other than the entire sponsor's jurisdiction
- **How** the project relates to current and future public recreation needs
 - in the intended project service area, and/or
 - the sponsor's jurisdiction area.
- If you do not have an approved master plan, please provide documentation regarding public input related to the grant proposal. 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. Please contact us if you have any questions regarding acceptable public input documentation.
- **Describe** who will benefit from the project.
 - include the economic benefit of the project to the community
 - if the project will lead to growth of a conservation constituency
- **Identify** specific project elements that addresses the Project Priority Scoring System in Appendix A
 - do not just state the criteria and the presumed score
 - be specific in your description of results and benefits to be realized, and
 - provide supporting documentation as necessary
- **Address** any unique or innovative project:
 - design features
 - special land uses
 - planning, or community involvement
- **Describe** any relationships between the proposed project and other work planned, anticipated, presently underway

PROJECT ACTION PLAN

This is an outline and tentative time schedule for implementing the proposed project. Sponsors are allowed approximately three years from the date of Commission approval to complete all project elements.

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"> • U.S. Army Corps of Engineers 404 • TCEQ Permits • Environmental Resources Survey • THC Cultural Resources Survey and Clearance • TPWD Biological Consultations • ROW Abandonment • Lease/Joint-Use Agreement Execution, etc. 	Within 6 months of grant agreement date
Quarterly Status Reports (beginning with Commission approval)	On or before January 15 th , April 15 th , July 15 th & October 15 th
Appraisal Submission	As soon as possible after grant agreement date
Appraisal Approval	Within 6 months of appraisal submission
Land Acquisition	As soon as possible after appraisal approval
Construction Plan Submission	Within 6 months of land acquisition for projects involving acquisition, or Within 6 months of grant agreement date for development only projects
Periodic Reimbursement Billings	Every 90 days <u>if possible</u> (minimum \$10,000 request)
Project Completion and Grant Close-Out	Within 3 years after Commission approval (but in no case after the 4 th fiscal year)

SOURCE OF LOCAL MATCH

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

- Describe any federal/state grants or other governmental assistance
 - If federal/state assistance has been received or awarded 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, is anticipated, or presently underway, state that fact.
- Describe any private/non-profit/corporate grants, contributions or donations of cash, labor, equipment and/or materials and provide:
 - Letter(s) of commitments with stated value and how determined
 - Letter(s) of donations with stated value and how determined
 - Grant award letter(s)

MAINTENANCE AND OPERATION

- 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.
- Affirm maintenance of the permanent program acknowledgement sign provided by the Department at project completion.
- 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 E).

LOCAL PARK GRANT PROGRAM
ENVIRONMENTAL ASSESSMENT INSTRUCTIONS

PURPOSE, NEED AND BACKGROUND

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 so the Department can determine **IF** an environmental impact statement is needed. The assessment need not be overly detailed or lengthy. It must provide pertinent information of sufficient scope and depth 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 on page 65.

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

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 (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
 - archeological/historical sites or surveying
 - Health Department clearance (pools)
 - General Land Office (coastal areas)
 - Texas Department of Environmental Quality (former landfills, etc.)
 - Other permitting agencies

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.

DESCRIPTION OF THE ENVIRONMENT

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

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 a flood plain or wetland (see page 26 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

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

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 (negative and/or minor) in the table of environmental elements that would be affected, including any anticipated short and long-term impacts of the project in the following table:

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

ENVIRONMENTAL RESOURCES	N/A	Negative Impacts	Minor Impacts	Briefly Describe the Potential Impacts
Geological resources: soils, slopes, streambeds, landforms, etc.				
Air quality				
Sound (noise impacts)				
Water quality/quantity				
Stream flow characteristics				
Marine/estuarine				
Floodplains/wetlands				
Land use/ownership patterns; property values; community livability				
Circulation, transportation				
Plant/animal/fish species of special concern and habitat; state/ federal listed or proposed for listing				
Unique ecosystems, i.e. biosphere reserves, World Heritage sites, old growth forests, etc.				
Unique or important wildlife/ wildlife habitat				
Unique or important fish/habitat				
Introduction or promotion of invasive species (plant or animal)				
Recreation resources, including parks, open space, conservation areas, rec. trails, facilities, services, opportunities, public access, etc.)				
Overall aesthetics, special characteristics/features				
Historical/cultural resources, including landscapes, ethnographic, archeological, structures, etc.				
Socioeconomics, including employment, occupation, income changes, tax base, infrastructure				
Minority and low-income populations				
Energy resources (geothermal, fossil fuels, etc.)				
Other agency or tribal land use plans or policies				
Land/structures with history of contamination/hazardous materials even if remediated				
Other important environmental resources that should be addressed				

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.

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.

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 and weighed against the effects considered beneficial to the community and environment.)

For example:

- The utilization of erosion controls to prevent soil run-off during construction.
- The routing or re-routing of vehicles or the installation of traffic controls to regulate increased traffic to, from, and around the project area.
- Specialized facility/area/design which includes: 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
- Replacement/reestablishment of specialized fish, vegetation, or wildlife habitat which will be lost or partially lost as a result of the project's actions.
- Relocation of persons or businesses located within the project area(s).

LISTING OF PUBLIC AND PRIVATE AGENCIES OR ORGANIZATIONS CONSULTED

- List entities contacted for assistance, permitting, or technical documentation.
- Identify who prepared the Environmental Assessment, include name, title, address and contact information.

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

MAPS AND PHOTOGRAPHS

- Provide a USGS 7.5' topographic quadrangle map that clearly delineates exact location of the site and its 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.

FLOODPLAIN AND WETLAND DOCUMENTATION

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

DEFINITIONS

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

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

DOCUMENTATION REQUIREMENTS

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

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

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

ADDITIONAL INFORMATION

The following environmental information focusing on the floodplain or wetland activity must be included:

- 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).

DEVELOPMENT AND MAINTENANCE CONSIDERATIONS

The following suggestions developed by the Fisheries and Wildlife divisions should be considered when proposing and designing a project in order to minimize adverse environmental impacts and establish appropriate maintenance procedures:

1. Trails along creek banks and lake shores should be set back far enough that they do not cause or exacerbate erosion of banks, either from construction activities or long-term use. Pedestrian creek crossovers should be located in areas where vegetation removal or disturbance can be avoided or minimized. The crossovers should span the entire creek channel with the headwalls at or above the top of the bank in order to avoid destabilizing the bed and banks.
2. Impervious vehicular and pedestrian use areas such as roads, walking tracks and parking areas should not impede natural surface water drainage. Stormwater runoff should be treated before discharging into nearby waterways by directing runoff into vegetated swales, retention or detention ponds, or similar pre-treatment areas.
3. Landscaping and revegetation plans should incorporate native plants, including grasses, whenever possible. Locally adapted natives can increase survival and reduce maintenance and watering needs while providing benefits to wildlife. Mowing only essential use areas will allow native grasses to prosper, generally without additional irrigation. Maintenance activities should be reduced as much as feasible in all areas except sport fields and playgrounds, and restricted to after seed-set (late fall) to promote reseeding and increase wildlife value. Enhancement of existing native grasses or prairie remnants can be assisted by limiting mowing practices and reseeding exposed areas with native grasses and forbs. After all, as many communities are learning, access to wildlife for casual recreation is not only a valued public benefit itself, but also a potential boost to the local economy.
4. Disturbance of native vegetation should be avoided or minimized during land alteration activities by using site planning and construction techniques designed to preserve existing native trees, shrubs, grasses and forbs, as well as aquatic and wetland systems. Should any losses be deemed unavoidable, it is recommended that native plant and forage species be used in mitigation and landscaped areas that are beneficial to fish and wildlife endemic to the area. Also, where possible, clearing of understory vegetation should be minimized because it provides habitat to small mammals and birds. Natural buffers contiguous to wetlands and aquatic systems should remain undisturbed to preserve wildlife cover, food sources, and travel corridors.
5. Soil erosion should be minimized using haybales, silt screens, or similar soil erosion prevention techniques. In order to enhance the stabilization of exposed soils, newly graded areas should be seeded or sodded with native grasses, while graded embankments should not exceed a 4:1 slope.
6. Park sites containing ponds or proposing the construction of a pond should take measures to ensure that any domesticated waterfowl that take up residence at the pond are removed immediately by legal means. Domestic waterfowl pose a danger to native wild duck populations by providing a disease vector for duck plague, New Castle Disease, avian cholera, avian tuberculosis, chlamydiosis, bird flu and West Nile virus. Furthermore, the close genetic relationship between domestic and wild waterfowl can result in hybrid offspring, which has the effect of diluting the gene pool of wild populations and presents the possibility of breeding native species out of existence. Signs should be placed in the vicinity of park ponds to educate the public on the negative impacts of the release and feeding of domestic waterfowl.

No person may import, possess, sell, or place into water of this state exotic, harmful, or potentially harmful fish, shellfish, or aquatic plants except as authorized by rule or permit issued by Texas Parks & Wildlife. (Go to <http://www.tpwd.state.tx.us/huntwild/wild/species/exotic/> for a list of "Invasive, Prohibited and Exotic Species")

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	96.74	\$ 275,000.00	\$ 225,000.00	ABC Developer	\$275,000.00

TOTAL ACREAGE:

96.74 (I)

TOTAL ACQUISITION: (J)

\$275,000.00

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.

SAMPLE BOUNDARY MAP



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.

A "Sample Boundary Map" is included for your assistance.

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.

INDOOR FACILITY GRANT - LOCAL PARK GRANTS PROGRAM									
Sample Budget Summary									
I. PROFESSIONAL SERVICES								(A)	\$ 15,000.00
	Pre-Agreement Costs								
	Beginning Date: (B)								
	A. Site planning and application preparation						\$ 2,000.00		
	B. Resource surveys (historical, environmental, etc.)						\$ 3,000.00		
	C. Construction plans and specifications (C)						\$ 10,000.00		
II. LAND ACQUISITION									\$ 157,500.00
	A. 92.3 acres w/improvements by donation					(D)	\$ 150,000.00		
	B. Appraisal and boundary survey (E)						\$ 7,500.00		
III. CONSTRUCTION									\$ 1,327,500.00
	A. Site preparation						\$ 8,000.00		
	B. Utilities								
	1. Water						\$ 3,000.00		
	2. Electricity						\$ 4,500.00		
	C. Roads and parking						\$ 20,000.00		
	D. Buildings								
	1. Structure				(F)		\$ 700,000.00		
	2. Equipment				(G)		\$ 367,000.00		
	3. Furnishings				(H)		\$ 215,700.00		
	E. Miscellaneous								
	1. Xeriscape garden (0.25 acres, w/drip irrigation)						\$ 2,800.00		
	2. Site landscaping (native plants, w/ drip irrigation)						\$ 5,000.00		
	3. Program acknowledgement sign (required) (I)						\$ 1,500.00		
TOTAL PROJECT COST							(J)	\$ 1,500,000.00	
MATCH REQUEST							(K)	\$ 750,000.00	

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 as a 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, TDLR) 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 (TDLR) 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) STRUCTURE

Estimated costs for the construction or redevelopment of the building

(G) EQUIPMENT

All estimated costs for the recreation related equipment needed to operate the facility (kitchen equipment, benches, weights, etc. – consumable items are NOT eligible) – Specify equipment.

(H) FURNISHINGS

Estimated costs for the furnishings needed in support of the facility (tables, chairs, etc. – consumable items are NOT eligible) – Specify furnishings.

(I) PROGRAM ACKNOWLEDGEMENT SIGNS

A temporary funding acknowledgement sign installed during construction is eligible for reimbursement. A permanent program acknowledgment sign is also eligible for reimbursement. The Department has permanent signs available at no cost by request.

(J) TOTAL PROJECT COST

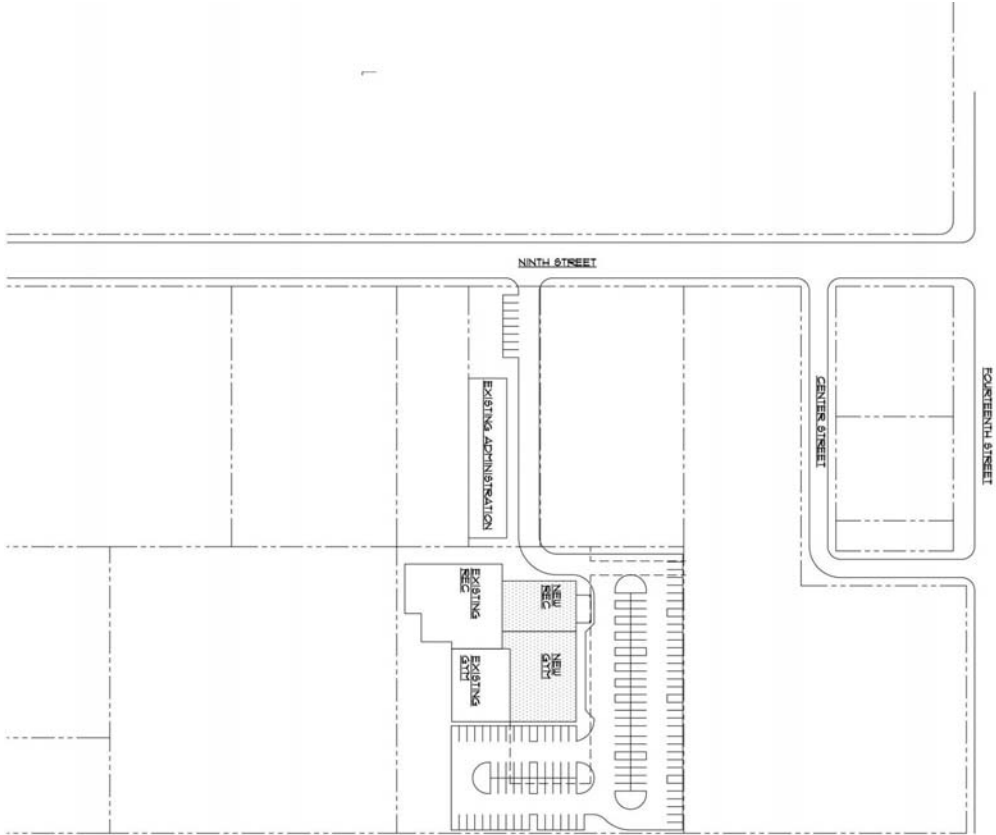
The grant project total cannot exceed \$1,500,000.00

(K) MATCH REQUEST

The grant match amount cannot exceed \$750,000.00

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

LOCAL PARK RECREATION GRANT
SAMPLE SITE PLAN



SITE PLAN
SCALE: 1"=50'
NORTH

FOR APPROVAL ONLY
NOT FOR CONSTRUCTION

OWNER
CONTRACTOR
DATE

DFL Group, LLC
2001 E. 10TH STREET, SUITE 100
PORT ARTHUR, TEXAS 77662

© 2024 DFL Group, LLC

W. J. HENRY & ASSOCIATES, INC.
2001 E. 10TH STREET, SUITE 100
PORT ARTHUR, TEXAS 77662
PHONE: 409/765-1111
FAX: 409/765-1112
WWW.WJHENRY.COM

RECREATION AND SENIOR CITIZEN'S CENTER
PORT ARTHUR, TEXAS

USE OF THIS PLAN IS LIMITED TO THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ANY OTHER USE OF THIS PLAN WITHOUT THE WRITTEN CONSENT OF W. J. HENRY & ASSOCIATES, INC. IS PROHIBITED. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER OF THIS PLAN SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

Drawn By: [Signature]
Checked By: [Signature]
Date: [Date]

Site Plan should be full page not to exceed 11" x 17".

LOCAL PARK GRANT PROGRAM
SITE PLAN AND FLOOR PLAN INSTRUCTIONS

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. A complete floor plan of the proposed indoor recreation facilities is required. Each room should be labeled for its intended use.**

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, please 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.

REQUIREMENTS FOR SITE PLANS

1. Maximum Size (11" x 17"), Minimum Size (8 ½" x 11")
2. Provide information which includes the sponsor's name, project title, directional arrow, scale, and date.
3. 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 will receive program assistance.
4. 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.)
5. 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.
6. 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, label the site plan.**
7. If applicable, identify facilities (or areas) which received **previous** Department assistance through the Land & Water Conservation Fund; Texas Local Park, Recreation & Open Space Fund; Urban Park and Recreation Recovery Program; or the Texas Recreation & Parks Account Program.

LOCAL PARK GRANT 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

REGIONAL PLANNING COMMISSION “TRACS” LETTER

- A complete copy of the Local Park Grant Program application must be submitted to the sponsor's regional planning commission (RPC) or Council of Governments (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.

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, with a letter of intent from the landowner to enter into the agreement

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 ordinance or resolution,
- Zoning,
- Ownership of mineral rights by sponsor,
- Designated drill sites on the project site (will be excluded from project assistance)
- Draft of ordinance, resolution or zoning, and statement that if funded, will authorize the ordinance or resolution.

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

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APPENDIX A

Project Priority Scoring System

INDOOR RECREATION FACILITY – LOCAL PARK GRANT PROGRAM

PROJECT PRIORITY SCORING SYSTEM

Effective January 2008

All Indoor Recreation Facility 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. Each site of a multiple site project will be scored individually, and individual 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 grant 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.

1. SPONSOR ELIGIBILITY

Sponsor is in full compliance with the “Grant Administration and Eligibility Guidelines for all Grant Programs Administered by the Texas Parks and 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.

2. MASTER PLAN

Total Range: 1-15 points

Project Sponsor has locally adopted TPWD approved, parks, recreation and open space master plan that addresses indoor recreation needs. (5 points)

Project meets 3 of the top 3 priorities identified in the TPWD approved master plan (10 points)

Project meets 2 of the top 3 priorities identified in the TPWD approved master plan (6 points)

Project meets 1 of the top 3 priorities identified in the TPWD approved master plan (3 points)

3. RECREATION DIVERSITY

Total Range: 1-10 points

Project will provide a diversity of public indoor recreation facilities or opportunities within the sponsor's jurisdiction or intended project service area.

1 point will be awarded for each type of recreation facility or opportunity, up to 10 points, if and only if, the recreation elements are identified as a need or desire in a locally adopted parks, recreation and open space master plan or by a documented public input process if the sponsor does not have an adopted plan. Points may be deducted for projects which propose support facilities which do not provide recreational activities.

Facilities or opportunities: _____

4. GEOGRAPHIC DISTRIBUTION / INNOVATIVE USE

Total Range: 5-20 points

Project will improve geographic distribution or innovative use of public indoor recreation facilities in the project's intended service area or within the sponsor's jurisdiction.

- A. Project provides the first public indoor recreation facility in the sponsor's jurisdiction area (20 points); or
- B. Project provides significant new and different indoor recreation facilities, other than school facilities, within the sponsor's jurisdiction or intended service area (based on 5 points per opportunity, up to 15 points). In order to qualify for points under 4B, the need or community desire for significant "new and different" recreation elements must be supported in the Sponsor-adopted parks, recreation and open space master plan or through a documented public input process if the Sponsor does not have an adopted plan.

New and different opportunities X 5 = _____

5. PARTNERSHIPS

Total Range: 1-20 points

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

- A. Project involves the contribution of resources from other public or private entities, including publicly owned non-parkland, which serves as all or part of the sponsor's matching share of funds. Points are awarded on a percentage basis, dependent on the amount of matching funds provided by outside sources. (1 – 15 points)

Matching funds provided by others X 15 = _____

Total matching funds

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 (Example: The county constructs roads/parking facilities for the city, but no grant funds are requested for roads/parking; 1 point per documented activity). (1 - 5 points)

Documented activities: _____

6. RENOVATION OR ADAPTIVE REUSE

Total range: 1-25 points

Project provides for the renovation or adaptive reuse of an existing obsolete park and recreation area or facilities.

$$\frac{\text{Renovation cost}}{\text{Total construction cost}} \times 25 = \underline{\hspace{2cm}}$$

7. 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 areas). (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 in a locally adopted master plan or by a documented public input process as a needed recreation opportunity for this special population). (1 – 5 points)

Appropriate elderly activities:

8. ENVIRONMENTALLY RESPONSIBLE ACTIVITIES

Total Range: 1-10 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 - 10 points)

ADDITIONAL SCORING CRITERIA

9. TPWD Land and Water Resources Conservation and Recreation Plan

Total Range: 1-5 points

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:

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/

10. Compliance:

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

11. Application materials:

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

APPENDIX B

Acquisition Criteria

LOCAL PARK GRANT PROGRAM

ACQUISITION CRITERIA

ELIGIBLE ACQUISITIONS

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

1. Land for the construction of a new indoor recreation center.
2. 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.
3. Land with an existing building that will be renovated for use as an indoor recreation facility.
4. Land for creating water impoundments to provide for water-based public recreation opportunities.
5. 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.
6. Land for neighborhood indoor recreation facilities, complexes for non-professional sports, 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 which are:

1. To be used for public indoor recreation or related support facilities; or
2. A part of the recreation area to be acquired and are to be removed or demolished.

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.

APPENDIX 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 1st to August 31st. 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

Master Plan Guidelines

LOCAL PARK GRANT PROGRAM

PARK, RECREATION AND OPEN SPACE MASTER PLAN GUIDELINES

The following guidelines have been developed to help local governments prepare park, recreation, and open space master plans in accordance with the Local Park Grant Programs Manual. Points may be received through the applicable "Project Priority Scoring System" for projects which meet priorities identified in Department-approved, locally-endorsed parks, recreation, and open space master plans.

**** Please note that a master plan is not required to participate in the grant program, nor does Texas Parks & Wildlife Department approval of a plan guarantee that points will be awarded for any project. ****

At a minimum, all master plans and/or updates must meet the requirements below for approval. For questions or assistance, please contact the Recreation Grants office at 512/389-8322.

Submit plans and/or updates to Recreation Grants for review as early as possible, but no later than sixty days before the application deadlines:

Local Park Grant Program	Master Plan Submission Date	Grant Application Submission Date
Outdoor	June 1 st	August 1 st
Outdoor	January 2 nd	March 1 st
Indoor	June 1 st	August 1 st
Urban Outdoor	January 2 nd	March 1 st
Urban Indoor	June 1 st	August 1 st

Because of the large number of review requests, early submission of master plans for review and approval is strongly encouraged.

It is also recommended that plans be reviewed by Recreation Grants prior to submission to the applicable governing body for final approval to preclude the sponsor from having to obtain additional approval from the governing body in the event the review finds changes to the plans are needed. Plans must be approved or submitted or postmarked in an approvable format (including resolution of adoption) by the deadlines to be eligible for project priority points.

Please provide the name and address of the contact person in the local government submitting the plan as well as the name and address of the preparer, if other than the sponsor.

The following documentation is required for approval by Recreation Grants:

PROOF OF ADOPTION

Once plans are complete, the applicable governing body (city council, county commissioner's court, district or authority board) must pass a formal resolution (or ordinance) adopting the plan and list of priority needs.

JURISDICTION-WIDE PLAN

Plans must be comprehensive and include the sponsor's entire area of jurisdiction, i.e., the entire city, county, or district, etc. Plans may be broken into planning areas, regions, districts or precincts, as needed for larger communities or counties. All planning areas, regions, districts, or precincts must be included in the plan as partial plans are unacceptable.

Plans must address the present and future needs of the community or area, not merely short-term needs. Plans that justify only one grant project will not be approved.

Regional (multi-jurisdictional) Park, Recreation and Open Space Master Plans may be submitted to the Department for review. This plan may be utilized by those communities located within the planning region. In order for any application to be eligible for priority planning points the project sponsor must adopt the regional plan by resolution. The plan must also include all of the required master plan elements for each community wishing to utilize the regional plan; **or** the project sponsor must submit a supplement, by the applicable master plan deadline, that includes any required information pertaining to their community that is not included in the regional plan. Please compare the regional plan's elements to the following plan content list to determine if supplemental information will be required by the Department.

PLAN DURATION

Plans must cover at least a ten year period. Plans must be **updated every five years to remain eligible**. At a minimum, updates should include a summary of:

- Accomplishments
- New public input
- Most recent inventory data
- Updated needs assessment
- Priorities
- New implementation plan
- Demographics
- Population projections
- Goals and objectives
- Standards, and
- Maps

Priorities should be updated as high priority items are accomplished and lower priorities move up. A new resolution is not required when updating priorities; however if you change or revise your priorities, submit a new resolution adopting the new priorities.

A completely new plan is required every ten years.

PLAN CONTENTS

All master plans must meet the following minimum requirements.

I. INTRODUCTION

This section should discuss the unit of government for which the plan is created. Include socio-economic data; demographics on ethnicity, age, and income; current and projected population figures and their source; growth or non-growth patterns; and the government's or agency's role in providing parks and recreation opportunities.

II. GOALS AND OBJECTIVES

Identify your parks and recreation service goals and follow with specific objectives for each goal. These should be given careful thought. State the time period of the plan.

III. PLAN DEVELOPMENT PROCESS

This section is very important so that we can understand how you identified and prioritized your needs. Include who wrote the plan and when the process began. Briefly but thoroughly discuss planning committees utilized and public input received through hearings, meetings, and surveys. You must also provide public input documentation. 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. Please contact us if you have any questions regarding acceptable public input documentation.

IV. AREA AND FACILITY CONCEPTS AND STANDARDS

This section of the plan is also very important and contributes directly to the assessment and identification of needs. You cannot properly identify needs without establishing local standards and concepts.

Area/Facility standards should be determined locally. Local standards are influenced by preferences and available economic and natural resources. A good source of information on this topic can be found in the National Recreation & Park Association's Park, Recreation, Open Space & Greenway Guidelines publication (formerly the Recreation, Park & Open Space Standards & Guidelines). All of the guidelines identified in this document may or may not apply to your community or county. Adjustments to those standards may be necessary to reflect your needs and resources. Contact the NRPA at <http://www.nrpa.org> or 703/858-2190 to obtain a copy of this publication.

V. INVENTORY OF AREAS AND FACILITIES

Assess what parks, recreation and open space areas and facilities are currently within your system. You should also include school and private recreational facilities that are open to the public. If inventory data are broken out by park, include a summary table for all parks and facilities. This inventory information is essential for assessing needs.

VI. NEEDS ASSESSMENT AND IDENTIFICATION

The following three approaches may be employed in determining parks and recreation needs: (1) demand-based, (2) standard-based, and (3) resource-based. Or a combination of these approaches may help you more accurately assess your needs.

The demand-based approach relies on information gathered from participation rates, surveys, and other information that indicates how much of the population wants certain types of facilities.

The standard-based approach uses established standards to determine facilities and park areas needed to meet the needs of a given population size. The standards may be based on demand studies, the professional judgment of park and recreation planners and designers, etc.

The resource-based approach examines the assets and resources of the area for open space, parks and recreation facilities, and defines how these resources can be utilized. For example – the availability of a lake or river within an area is a resource which can be utilized in developing a park system.

Sponsors with large jurisdiction areas may wish to divide their jurisdiction into planning areas, regions, districts or precincts. Specific needs can then be assessed and identified within each planning unit.

Clearly identify needs and explain the methodology for determining them. Consider both outdoor and indoor recreation needs, if applicable.

VII. PLAN IMPLEMENTATION AND PRIORITIZATION OF NEEDS

A priority list of needs should be ranked in order from highest to lowest priority and state when the needs will be met.

If your plan is broken into specific planning areas, regions, districts or precincts, you may prioritize needs within each of the planning regions.

Separate priority lists may be provided for indoor and outdoor needs. Lists must be area and/or facility specific, and be ranked according to priority order. It is the option of the sponsor to present the priority lists as park/site-based or recreational element-based. However, be aware that there are more points available in the current scoring system if priorities are compiled by recreational elements, and separated by indoor and outdoor.

Example of recreational facility-based priority lists:

Outdoor Priorities:

- #1 = Trails
- #2 = Picnic Tables
- #3 = Pavilions
- #4 = Adult softball fields
- #5 = Tennis courts, etc.

Indoor Priorities:

- #1 = Indoor pool
- #2 = Gym and basketball court
- #3 = Walking track
- #4 = Arts and crafts room
- #5 = Meeting room, etc.

Specific areas intended for open space acquisition and preservation should be located on a map, identified as a need, discussed, and prioritized in your plan.

Where appropriate, renovation/redevelopment needs must be discussed and may be ranked as a priority.

Renovation is defined as “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.

Redevelopment means the removal of obsolete facilities and construction of new ones.

Repairs and/or maintenance may be listed as a priority, but are not eligible for grant assistance.

Identify resources for meeting your needs (e.g., city funds, in-house labor, bonds, grants, donations, etc.), and include a proposed timeline for accomplishing the plan’s priorities.

CAUTION! Do not just focus on short-term needs and actions. Plan for the future also.

VIII. ILLUSTRATIONS, MAPS, SURVEYS, ETC.

Required: City or County map, or map of jurisdiction, as appropriate.

Include maps, surveys, charts, plates, graphics, and photographs in the plan which help explain and support your planning process and conclusions.

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APPENDIX E

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 in Appendix N.

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.

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:

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

For Land and Water Conservation Fund assisted sites:

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 F

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/htm/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/htm/WA.11.htm>

http://163.234.20.106/nav/main/land_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/htm/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/htm/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/other/>

This list is for reference only and is not conclusive; 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.