**Chapter 10: Public Parks**

Instructions / Application

Public park projects must qualify under the area-wide benefit national objective. Priority is given to existing neighborhood parks and CDBG funding will be focused on improving park facilities which consist of: playgrounds including equipment, ADA accessibility, splash pads, pools, and courts.

Reminder: School facilities are ineligible to receive CDBG funding.

1. **Physical Conditions and Park Facility Assessment (350 points):** Points will be awarded to each application based upon the park facility’s documented needs.
2. **Park Planning Assessment (250 points):**
3. The following should be conducted or assessed (250 points):

The park assessment can be completed by a design professional, parks staff, public works staff, or city official. The plan or report should include:

* 1. Existing Facilities
     1. Location map
     2. Condition of existing facilities (include at least eight (8) photos)
  2. Need for Project
     1. Public Survey
     2. Health and safety concerns
     3. Violation of standards, codes or ADA Accessibility
     4. Damaged and aging park facilities and equipment
  3. Proposed Project
     1. Project Description
     2. Preliminary Project Design
     3. Total Project Cost Estimate
     4. Alternatives Considered
  4. Park Facility Department Maintenance Policies
     1. Is there a maintenance management plan in place? If not, you will need to complete Attachment A – Annual Cost of Park Maintenance Per Category
  5. Park Facility - Annual Operating Budget
     1. Income – Provide information about all sources of income for the park facility
     2. Annual O&M Costs – Provide itemized annual operating budget information. Include personnel costs, administrative costs, water purchase or treatment costs, accounting fees, utilities, energy cost, insurance, annual repairs and maintenance, supplies, chemicals, professional services, and miscellaneous as applicable—OR—if you do not have a budget you will need to complete Attachment A - Annual Cost of Park Maintenance Per Category

*Writer’s Guide - Provide planning assessment and any additional exhibits in the appendix.*

1. **Public Parks:** Identify the problems or needs of the park facilities (playground, pool, splash pad, courts and/or restrooms). Check the park components as **critical,** **urgent,** or **potential concern.** Document below why a component is considered critical (violation of standards, codes, or ADA requirements), urgent (health and safety problems), or potential concern (end of useful life). (100 points)

**Criticalness and Urgency of Problems**

|  |  |  |  |
| --- | --- | --- | --- |
| **Identification of physical problems** | **Critical**  **(9)** | **Urgent**  **(5)** | **Potential Concern**  **(1)** |
|  | (insert **✓** ) | (insert **✓**) | (insert **✓** ) |
| **Playground Fixtures** |  |  |  |
| *Example: Swing set* |  | ✓ |  |
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|  |  |  |  |
| ADA Accessibility |  |  |  |
| Does Not Exist |  |  |  |
| **Pool** |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| ADA Accessibility |  |  |  |
| Does Not Exist |  |  |  |
| **Splash Pad** |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| ADA Accessibility |  |  |  |
| Does Not Exist |  |  |  |
| **Courts:** |  |  |  |
| Basketball |  |  |  |
| Tennis |  |  |  |
| Volleyball |  |  |  |
| Bocce |  |  |  |
| Other |  |  |  |
| ADA Accessibility |  |  |  |
| Does Not Exist |  |  |  |
| **ADA Accessibility Related To:** |  |  |  |
| Restrooms |  |  |  |
| Sidewalks |  |  |  |
| Parking |  |  |  |
| Other |  |  |  |
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1. Identify why each specific component is considered critical or urgent. If applicable, reference safety codes.

*Example: Swing set is outdated and unsafe for children. The welds consistently break causing a dangerous situation for children swinging with the potential of the swing set falling when in use.*

1. Provide sufficient photos to document condition.

*Writer’s Guide – Provide photos in appendices.*

1. Provide user group support letters (swim team, pickle ball league, etc.)

*Writer’s Guide – Provide letters in appendices.*

II. **Project Implementation (200 points)**: Using the categories below, the applicant must describe and document the process used to plan and implement the project and describe the components of the project.

1. **Planning (40 points):** Respond to the following questions.

Explain expected form of construction. (Examples: single bid, construction management-general contractor, design build, owner build, or other)

Has there been any site plans, schematics, or sketches prepared for the project?

\_\_\_ Yes \_\_\_ No

If yes, provide drawing in the appendices.

List of work that has been completed on the park facility in the last year.

Example:

Installed accessible lift at pool – August 2022

1. **Design Professional (20 points)**:

**Option 1**: To receive points the applicant must have completed the design professional selection process using procurement requirements as described in the most recent Grant Administration Manual.

**Option 2:** However, sometimes in existing facilities, a design professional is not required and the work by qualified specialist vendors, force account, or even volunteers can be sufficient. If this is the option chosen, provide convincing support for the alternative option. Approaching a project this way also requires the grantee or sub recipient to demonstrate its ability to provide competent construction management.

*Writer’s Guide – If option 1 attach design professional procurement documentation (example: RFP and evaluation summary in appendices).*

*If option 2: Explain how construction planning, design and oversight will be implemented.*

1. **Grant Administration (20 points)**: To receive points the applicant must be soliciting or has solicited for grant administration services using the procurement requirements as described in the most recent Grant Administration Manual. **Note:** Grant Administration services estimated under $25,000 allow for micro-purchase procedures.

*Writer’s Guide – Attach grant administrator procurement documentation.*

1. **Schedule (5 points)**:Points will be awarded based on the project schedule completed in the general application.

*Writer’s Guide – Complete Project Schedule located in Chapter 5 – General Application.*

1. **Project Site – Field Notes Review (10 points)**: Maximum points will be awarded if the applicant has completed the field notes review and mailed out environmental information request letters before submission of application.

*Writer’s Guide - Complete Field Notes Review located in Chapter 5 – General Application.*

1. **Property acquisition (20 points)**:Full points will be awarded if the applicant or subrecipient has ownership of the property including easements (or right of way permits) or has an option to purchase pending completion of the environmental release.

*Writer’s Guide – Complete Project Property and Permits in Chapter 5 – General Application.*

1. **Cost analysis (20 points)**:The detailed cost analysis sheet should be completed and dated/signed within four weeks of submission of application.

*Writer’s Guide – Complete Cost Analysis in Chapter 5 – General Application.*

1. **Applicant administrative capacity (65 points)**:Points will be awarded based on:

a. The city or county’s financial audit reports, quality of management systems, history of performance, and audit findings. If sub-recipient, provide description of the agency’s governing structure or framework such as nonprofit corporation, district, and the board composition.

*Writer’s Guide – Administrative Capacity will be based upon information provided in Chapter 5 – General Application.*

1. Use Fee – Is there a fee charged for the use of or access to the park facility?

If yes, justify the need to charge and specify the amount, to whom the fee will apply, and how the collected fee will be used.

*Writer’s Guide – Provide narrative and if needed documentation in appendix.*

c. Has the applicant completed an ADA/Section 504 self-evaluation of the accessibility of its public programs and facilities and also completed a Transition Plan?

\_\_\_ Yes \_\_\_ No

**Note:** Applicants may be required to submit the self-evaluation, the transition plan and the name of the ADA coordinator to certify which elements have been completed.

d. Affirmatively Furthering Fair Housing

*Writer’s Guide – Complete the fair housing questions in Chapter 5 – General Application.*

e. Does the applicant have unrestricted cash reserves in the amount of at least 5% of estimated construction cost to cover unforeseen expenses such as higher than expected bids or necessary change orders? This cash reserve is in addition to contingencies in the cost estimate and cash match committed to the project in the budget. This can be in the form of a line of credit, a loan commitment, or a cash commitment from the applicant. (10 points)

\_\_\_ Yes \_\_\_ No

If not, what changes to the scope of work is the applicant prepared to make to reduce the project costs?

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III. **Benefits (150 points)**

1. **Activities provided (100 points):**
2. List the number and frequency of activities and events the park facility is providing to the neighborhood and the community on a monthly basis. Applicants should include formal activities and services such as health, recreation, swim lessons, senior exercise, leagues, and after school programs. Put a check mark (**✓)** to indicate if the activity exists or is proposed.

**Park Facility Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity / Event** | **Existing Activity**  **(**insert: **✓**) | **Proposed Activity**  **(**insert: **✓**) | **No. of Days**  **Offered**  **Per Month or Year\*** | **Types of Users** |
| *Example:* | ✓ |  |  |  |
| *Swimming lessons* |  | ✓ | 15 x month | Ages 4-10 |
| *Basketball 3 on 3 rec* |  |  | 8 x month | Ages 12-18 |
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| **Totals** |  |  |  |  |
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\* A service/activity that is offered 6 times per year = .5 days per month

1. Does the park facility have restrooms and bike racks?
2. Are there trails or pathways connected to the park facility?
3. Does the road along the park facility have a sidewalk?
4. What are the park facility hours?
5. How many months per year is the park facility open?
6. Does the city or county have park ordinances in place?
7. **Outreach (50 points):** 
   1. Describe the park facility’s existing and/or proposed affirmative marketing and outreach efforts aimed at including participation by low-and-moderate-income persons, racial and ethnic minorities, disabled persons and non-English speakers. Examples might include: website or social media, postings, radio, television, outdoor signage, etc*. (1/3 page narrative)*

*Writer’s Guide – Provide narrative and attach documentation in appendices*

* 1. Does the city/county have a park or recreation director?
* If yes, is the position full time / part time / seasonal?
* What is the job description?
* If not, who is responsible to manage park facilities and activities?
  1. Is the facility information available on city/county website, Facebook, or other social media? Identify which media.
  2. Has the city/county conducted a Limited English Proficiency (LEP) Four-Factor Analysis? \_\_\_\_Yes \_\_\_\_No

*Writer’s Guide – Answer the questions.*

IV. **Project Local Match (100 points):** Measures the amount ofcash and in-kind donations that are committed to just the CDBG project. A commitment letter must be provided in the appendix. If local match is a bond, the applicant must provide documentation that the bond has passed and who will buy it. The CDBG project can include prior planning, design, and property acquisition.

1. **Project cash match (60 points):** This criteria measures the percentage of cash matching funds committed to the ICDBG project. It is match to the ICDBG project only. Cash match includes cash on hand, bonds, loan funds, urban renewal funds, recreation district, or resort city tax.

*Writer’s Guide - Match information and documentation will be taken from the budget sheet in Chapter 5 – General Application.*

B. **Project in-kind match (40 points):** This measures the percentage of in-kind funds committed to the project which includes in-kind activities, force account work, volunteer work, donations, or waiving of fees to fund the ICDBG project. It is in-kind match to just the ICDBG project.

***\*****Volunteer work capped at 25% of construction costs.*

*Writer’s Guide - Match information and documentation will be taken from the budget sheet in Chapter 5 - General Application.*

**Attachment A**

**Annual Cost of Park Maintenance Per Category**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Maintenance Plan & Annual Costs for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Park** | | | | **Acreage: \_\_\_\_\_\_** |  |
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|  |  |  |  |  |  |
| **Line Item** | **Cost** | **Hours** | **How Often** | **How Many Weeks** | **Total Annual Cost** |
| ***Mow/Trim*** |  |  |  |  |  |
| vehicle cost (mower) |  |  |  |  |  |
|  | | | | | |
| ***Aeration*** |  |  |  |  |  |
| vehicle cost |  |  |  |  |  |
| labor |  |  |  |  |  |
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| ***Herbicide/Weed Control*** |  |  |  |  |  |
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| ***Glyphosate*** |  |  |  |  |  |
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| ***Irrigation*** |  |  |  |  |  |
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| ***Litter Control*** |  |  |  |  |  |
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| ***Pruning*** |  |  |  |  |  |
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| ***Lighting & Electrical*** |  |  |  |  |  |
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| ***Surfaces, sidewalks, pathways, etc.*** |  |  |  |  |  |
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| ***Pressure Washing*** |  |  |  |  |  |
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| ***Repairs, building, benches, tables, etc.*** |  |  |  |  |  |
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| ***Playground Inspection*** |  |  |  |  |  |
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| ***Irrigation System Repairs*** |  |  |  |  |  |
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| ***Security Cameras*** |  |  |  |  |  |
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| ***Flowers, landscaping*** |  |  |  |  |  |
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| ***Restroom Supplies*** |  |  |  |  |  |
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| ***Snow Removal*** |  |  |  |  |  |
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| **Total** |  |  |  |  |  |