

# North Carolina Parks and Recreation Trust Fund

## Connect NC Bond Grant Program for Children and Veterans with Disabilities

### Grant Application



*Natural and  
Cultural Resources*



North Carolina Parks and Recreation Authority



Division of Parks and Recreation  
Department of Natural and Cultural Resources

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**Parks and Recreation Trust Fund (PARTF)  
2016 Connect NC Grant (CNCB) Grant Program**

**Introduction**

The Connect NC Bond package, approved in March 2016, included one-time funding of \$3 million for parks and recreation grants to benefit children and/or veterans with disabilities. Local governments, including some public authorities, are eligible to apply for the matching grants. The program is administered through the N.C. Division of Parks and Recreation and the N.C. Parks and Recreation Trust Fund.

The matching grants can be used to build special facilities or adapt existing facilities that meet the unique needs of children and/or veterans with physical and developmental disabilities. Local governments can request a maximum of \$500,000 with each application and must match the grant with at least one dollar of local funds for every four dollars in grant funds.

**Schedule**

<b>Mid-June 2016</b>	The Division of Parks and Recreation (DPR) sends letters to inform local governments about the funding schedule. Electronic copies of the application are available at the DPR web site for PARTF: <a href="http://www.ncparks.gov/cncb">www.ncparks.gov/cncb</a> .
<b>July 20, 2016 (9 a.m. - 12 p.m.)</b>	The PARTF staff will conduct a workshop for local governments to explain the application process and requirements. The workshop is presented by the Recreation Resources Service (RRS) at video conference sites across the state. The workshop will also be streamed via the internet.  Attendance is recommended, but is not required.
<b>December 1, 2016</b>	Applications are due by 5:00 p.m. to the applicant's regional consultant at RRS. Only information received or postmarked by the deadline will be accepted.
<b>February or March 2017</b>	Meeting of the Parks and Recreation Authority to select grant recipients.

# Connect NC Grant (CNCB) Grant Program Requirements and Resources

## Program Summary

- **Availability of Grant Funds:** Three million dollars is available from the Connect NC Bond package. This one-time funding will be awarded in 2017.

- **Eligible Applicants:** North Carolina counties and incorporated municipalities are eligible to apply.

Public authorities, as defined by GS 159-7, are also eligible if they are authorized to develop recreation facilities for public use.

- **Eligible Projects:** grants can be used to build special facilities or adapt existing facilities that meet the unique needs of children and/or veterans with physical and developmental disabilities. A project must be located on a park single site.

- **Maximum Request:** Applicants can request a maximum of \$500,000 with each application.

- **Local Match:** An applicant must match the grant with at least one dollar (\$1.00) of local funds for every four dollars (\$4.00) in grant funds.

The value of in-kind services, such as the applicant's force account labor or volunteer work, cannot be used as part of the match

- **Site Control:** The applicant must have legal control of the park property where the CNCB-assisted facilities will be located (page 9).

- **Public Use:** Park areas and facilities must be open and accessible to the public at large with no restrictions such as membership.

- **Application Deadline:** *Only information received or post marked by 5:00 p.m. on December 1, 2016 will be accepted.* Mailed applications must include a tracking number.

- The **Application Checklist** (page 6) contains the list of documents needed for a complete application.

- **Selecting Recipients:** The Parks and Recreation Authority, a board appointed by the Governor and the General Assembly, selects the applicants who will receive a grant. The factors that the Authority members consider include the following:

- the applicant's project description/justification page (page 8)
- the application's ranking based on the scoring system (page 16)
- the geographic distribution of funds across North Carolina
- the population of the applicant
- the amount of CNCB funds that the applicant is requesting
- the amount of CNCB funds available
- a review of the applicant's previous grants.

- **Download the Application:** The application is available at [www.ncparks.gov/cncb](http://www.ncparks.gov/cncb).

## Would You Like Help with Your Application?

- First, read the entire application carefully and start early.
- Attend the workshop about completing a CNCB application. The workshop will be held from 9:00 a.m. until noon on July 20, 2016 at videoconference sites at various university and other sites. To attend, register at the RRS web site <http://go.ncsu.edu/partf>. The workshop will also be streamed via the internet.

## Requirements and Resources (continued)

### Accessibility in Public Parks

- **Making Facilities Accessible:** All facilities funded by CNCB must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are encouraged to include the costs of access routes to the accessible facilities in the grant application. For design guidelines, go to:

[www.ada.gov/2010ADASTandards\\_index.htm](http://www.ada.gov/2010ADASTandards_index.htm)  
[ADA Information and Technical Assistance Overview](#)

[ADA Guidelines and Standards for Recreation Facilities](#)

[ADA Guidelines and Standards for Federal Outdoor Developed Areas](#)

### To Help Plan Your Facilities

- **Universal Design Principles:** <https://www.ncsu.edu/ncsu/design/cud/pubs/p/docs/poster.pdf>. Poster of The Principles of Universal Design from the Center for Universal Design, College of Design at NCSU
- Overview of the 7 Principles of Universal Design by the Centre for Excellence in Universal Design  
<http://universaldesign.ie/What-is-Universal-Design/The-7-Principles/>.
- 10 Things to Know about Universal Design (UD) by the Centre for Excellence in Universal Design  
<http://universaldesign.ie/What-is-Universal-Design/The-10-things-to-know-about-UD/>.
- NRPA defines the use of Universal Design in Public Park Settings  
<http://www.playgroundprofessionals.com/magazine/issues/2015/06/universal-design-and-social-equity-our-parks-playgrounds106>.
- National Center on Accessibility comparing

ADAAG with Universal Design in Designing for Inclusive Play: Applying Principles of Universal Design to the Playground  
<http://www.ncaonline.org/resources/articles/playground-universaldesign.shtml>.

- **Samples of Accessible Park Projects:** <http://www.rickhansen.com/Our-Work/School-Program/Accessible-Play-Spaces>
- **Green Building Design:** The use of Leadership in Energy and Environmental design (LEED certification) for buildings is encouraged. For more information on LEED go to <http://www.usgbc.org/leed>
- **Playground Safety Guidelines:** The PARTF office encourages all applicants to adhere to the guidelines established by the U.S. Consumer Product Safety Commission's (CPSC) Handbook for Public Playground Safety (publication #325). It is available on the Internet at: <http://www.cpsc.gov>.

### If You Receive a Grant...

- **Signing the Contract:** A grantee signs a contract that describes the project and the conditions for receiving a CNCB grant. This is a legally binding agreement between the local government and the State of North Carolina.
- **Project Costs** (page 11) submitted in the application will be part of the contract and serve as the budget for the project.
- **Starting the Project:** A grantee must sign a contract *before* beginning any components of a CNCB project. There is one exception – planning costs incurred prior to the contract.

Jennifer Beedle 6/9/2016 3:05 PM

**Comment [1]:** To me the information contained in this link is relatively the same as the ADA overview link above.

Jennifer Beedle 6/9/2016 3:07 PM

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Jennifer Beedle 6/9/2016 3:08 PM

Deleted: <https://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/a-summary-of-accessibility-standards-for-federal-outdoor-developed-areas> -

## Requirements and Resources (continued)

- **Reimbursements:** CNCB grants are paid as reimbursements of documented expenses. Grantees may submit bills for reimbursement on a quarterly basis. The CNCB program will reimburse grantees for up to 80 percent (80%) of their expenditures for the project.
- **Audits and Inspections:** PARTF staff will conduct periodic site inspections of each CNCB project to inspect the progress as well as the financial records. All CNCB grantees must maintain accounting records for the project that are supported by documentation such as invoices and contracts.
- **Completing the CNCB Project:** A grantee has three years from the date specified in the contract to complete a project.

### To Assist in Your Environmental Review

- **Identifying Wetlands:** The Regulatory Division of the U.S. Army Corps of Engineers can assist in identifying wetlands: Asheville Field Office (828) 271-7980; Raleigh Field Office (919) 846-9332; Washington Field Office (252) 975-1616; Wilmington Field Office (910) 251-4000. Contact the Corps as early as possible due to the large number of requests the Corps receives about delineation of wetlands.
- **Identifying Floodplains:** Check the website [www.ncfloodmaps.com](http://www.ncfloodmaps.com) for the most recent Federal Emergency Management Agency (FEMA) floodplain data. If you receive a grant, the permitting process will determine the applicable storm water requirements for your site.
- **Identifying Cultural Resources:** The N.C. Department of Natural and Cultural Resources can assist in identifying historical and archaeological resources: (919) 807-7300.

## Checklist to Submit a Complete Application

Please check the appropriate box to show that you have included the designated number of copies for each document with your application. Use a paper clip, not a staple, to keep the copies of each type of document together. For example, keep all copies of the project costs clipped together. Keep a copy of the application for your files. Planning documents will be returned to the applicant.

**Applicant:** \_\_\_\_\_ **Project's Title:** \_\_\_\_\_

All Applications	Page Reference	Number of Copies	Included? ✓
1. Checklist for Submitting a Complete Application	6	3	
2. Applicant's Basic Facts and Assurances	7	3	
3. Description and Justification for the Project	8	17	
4. Attorney's Certification of Site Control	8-9	2	
5. Project Costs	10-11	8	
6. Site Plan (and floor plan if applicable).	12	17	
7. Site Vicinity Map	13	4	
8. Environmental Review	14-15	3	
9. Scoring System and related documents	16-19	8	
10. Any plans related to this project	16	4	
11. Any public involvement documents (surveys, public meeting results, presentations, etc.)	17	4	



## Description and Justification for the Project

This page will be provided to the Parks and Recreation Authority members to support your application. This page should contain two sections:

### Section 1:

- Description - identify the recreational facilities or adaptation of existing facilities that meet the unique needs of children with physical and developmental disabilities and / or veterans with physical and developmental disabilities. Also include a description of the park and / or greenway where the project will be located.

### Section 2:

- Justification - explain why the project is needed and how it will enable children with disabilities and / or veterans with disabilities to participate in recreational and sporting activities, regardless of their abilities. Please include a description of programs that will be offered to assist people with disabilities to use these facilities.

Please submit the **one-page** project description / justification on an 8½"x11" sheet of paper with a one inch left margin. Use a 10-point font or larger and provide 17 copies. The page should have the following title "Description and Justification for the (insert the project name). Include the local government name as the second line of the title.

## Attorney's Certification of Site Control

The applicant must have control of the entire site where the proposed CNCB project will be located for the purpose of providing public recreation by December 1, 2016.

The following documents are used to determine if the applicant has adequate control of the property. The applicant must submit **two copies** of the following:

1. A **park boundary map** of the project site that outlines the park boundary and identifies all parcels within the project site.
2. **Attorney's Certification of Site Control** (page 9)

**Important:** An attorney must complete the Certification of Site Control. The application can be declared ineligible without this certification.

## Attorney's Certification of Site Control

Local Government: \_\_\_\_\_ Project Name: \_\_\_\_\_

The local government must have control of the entire site where the proposed CNCB project will be located for the purpose of providing public recreation by December 1, 2016.

**Important:** An attorney must complete the Certification of Site Control form. The application can be declared ineligible without this certification.

<b>1. TYPE OF SITE CONTROL:</b> Indicate the type of control the applicant has for the project site. Provide one map that shows the park boundary and identifies the location of all parcels, leases or easements within the project site.	
TYPE OF CONTROL	PORTION OF SITE
<input type="checkbox"/> <b>Fee Simple Title</b>	<input type="checkbox"/> Entire Site. <input type="checkbox"/> For that portion labeled on the site map: Parcel Identification _____ (example: Parcel A, Parcel B, etc.)
<input type="checkbox"/> <b>Lease</b>	<input type="checkbox"/> Entire Site. <input type="checkbox"/> For that portion labeled on the site map: Parcel Identification _____ (example: Lease A, Lease B, etc.)
<input type="checkbox"/> <b>Easement</b>	<input type="checkbox"/> Entire Site <input type="checkbox"/> For that portion labeled on the site map: Parcel Identification _____ (example: Easement A, Easement B, etc.)
<b>2. LIMITATIONS, CONDITIONS OR ENCUMBRANCES:</b> a) For property owned or to be owned by the applicant, describe all easements or encumbrances. b) Describe any conditions or limitations in current or proposed leases, easements or use agreements. Include restrictions on the applicant's use of the site or the rights to be reserved by the landowner that may in any way impact the applicant's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 25 years. Attach additional pages if needed.	
<input type="checkbox"/> No limitations, conditions or encumbrances	
<b>3. ATTORNEY'S CERTIFICATION</b> I hereby certify that the information provided above and attached is accurate to the best of my knowledge.	
NAME (Printed/Typed) _____	
TITLE _____	
SIGNATURE _____	
Date _____	

## Project Costs

**Include All Costs: Project costs submitted in the application will become the budget for the project.** List all items proposed for funding and the estimated cost of each item. All items included in the project costs must be shown on the site plan, except for items such as grading, utilities, and planning. Round all project costs to the dollar.

**Accurate Cost Figures are Important:** If the actual costs are more than those listed in the application, the local government will be required to use their own funds to make up the difference.

### Costs to Build or Renovate Facilities

**How to be More Accurate:** Get cost figures from contractors, landscape architects, or planners who develop parks and recreational facilities. Consider the impact of inflation. Assume the project may be completed three years after the grantee signs a contract with the state.

**Be Specific:** Include specific units (sizes, numbers, lengths, etc.) for each item in the project costs. Include dimensions or square footage of all indoor or sheltered facilities.

**Contingency:** A contingency amount of 5 percent of the total cost to build or renovate a project may be included.

**Ineligible Items:** Sports equipment (balls, bats etc.), tools, maintenance equipment, office equipment and indoor furniture are not eligible. All items must be permanently secured to the ground or floor. Exception: items that are typically portable, such as soccer goals, picnic tables and bleachers, must remain at the project site.

**ADA Accessible Routes:** Be sure to include accessible routes, ADA signs and utilities if needed in your project costs.

### Planning and Incidental Costs

**Planning Costs:** For projects to build or renovate facilities, the following items can be included in the project costs: architectural and engineering fees, site plans, design drawings, construction drawings, construction management, and preparing project costs. Park master plans and systemwide plans are not eligible for reimbursement. The sum of planning costs and the cost of preparing an application cannot exceed 15 percent of the total cost of the project.

#### When Can You Spend Money on Planning or Incidental Costs?

These costs are also eligible if they are incurred within two years of the application deadline. Remember to include these costs in your project costs and to keep copies of the invoices to submit for reimbursement. Planning costs are also eligible when they are incurred after the local government signs a contract with the state.

### Project Costs (continued)

Use the format below to show the costs of your project. Include the title of the project, the name of the local government and the date the document was prepared.

**Project Costs (Example)**  
**Green Park Redevelopment- Town of Parkland**  
**December 2016**

<b>Project Elements</b> (Include specific units - sizes, numbers, lengths, etc. - for each item.)	<b>Unit</b>	<b>Unit Cost</b>	<b>Total Item Cost</b>
<b>Building and/or Renovating Costs</b>			
Playground (play structure, swings, slides, accessible surfacing and shade structures)	Lump Sum	\$95,000	\$95,000
Walking Trail with trail linkage- 10 feet wide, paved trail with 3 benches	3,000 linear ft.	\$16 / linear foot	\$48,000
Fully-accessible ballfield with appropriate surfacing, dugouts, fencing, and benches	Lump Sum	\$395,000	\$395,000
Accessible Routes (paved, 6 feet wide)	500 ft.	\$10 / linear foot	\$5,000
<b>Costs to Develop the Project</b>			\$543,000
<b>Contingency for the Cost of Building / Renovating</b>			
Contingency (not to exceed 5% of the cost to develop the project)	5%		\$27,150
<b>Planning Costs</b>			
Construction management, site planning, preliminary design, or the cost of preparing the application (not to exceed 15% of the cost of the project)	10%		\$54,850
<b>Total Project Cost</b>			\$625,000
<b>Total CNCB Grant Request</b>			\$500,000
<b>Total Local Match</b>			\$125,000

## Site Plan

**Submit 17 color-coded site plans with your application.** A site plan is a very important part of the application because the Parks and Recreation Authority members will review it. Use the example below as a guide for the site plan, including the listed items and color coding. Use either 8½"x11" or 11"x17" paper. Do not use card stock or similar heavy paper. Also include 17 copies of a floor plan if your project includes a community center or a similar large building to be used for recreation. Do not include floor plans for picnic shelters or restroom buildings.

- Title: Name of project and applicant
- Acreage
- Elements of the proposed project: light green. Include recreational & support facilities and other items proposed for funding with the grant.)
- Known water bodies (streams and lakes) and wetlands
- Park boundaries: red
- Existing facilities: white
- Future facilities: orange
- Utility easements: yellow (power, sewer and water lines)
- Entrance and access roads to the site
- Names of adjacent roads
- Uses of adjacent property
- Legend showing color coding
- North arrow
- Date the map was prepared
- Scale

## Sample



## Site Vicinity Map

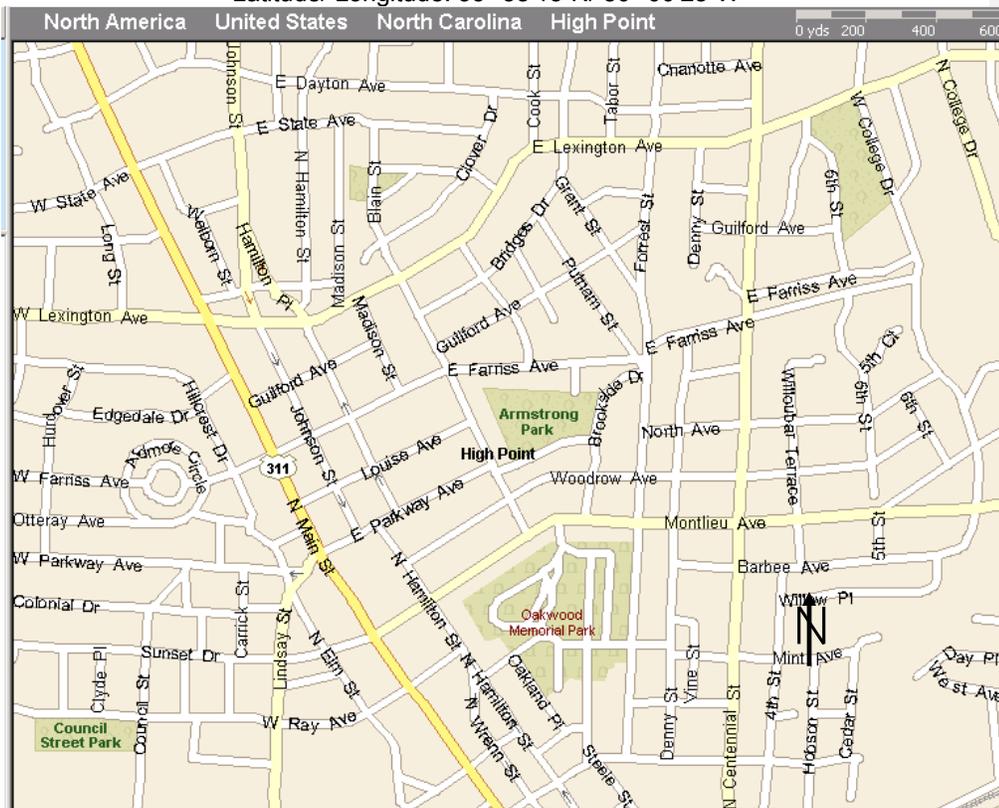
Please provide four copies of an 8½" x 11" map showing the location of the proposed project. Include the following items on the map:

- Title of the project
- The name of the road a visitor uses to get to the park entrance
- The location of the project in relation to the nearby towns or major road
- Legible street names
- North arrow
- Physical address (such as a street address)
- Latitude/longitude coordinates of the central point in the site

### Sample: Site Vicinity Map

Armstrong Park  
305 E. Parkway Ave.  
High Point, N.C.

Latitude/ Longitude: 35° 58'15"N/ 80° 00'28"W



## Environmental Review

Project Name \_\_\_\_\_ Local Government \_\_\_\_\_

**All applicants** who are proposing any development (roads, buildings, ball fields) with a CNCB grant must provide the following information to help determine the proposed project's impact on the environment. Project design should minimize adverse impacts on the environmentally sensitive features of the site. Each item must be accurately and adequately addressed to allow the Department of Natural and Cultural Resources to determine if the proposed project will comply with the requirements of the State Environmental Policy Act (SEPA).

1. **Site Description:** Describe in detail the existing or proposed park property including the park acreage (for land and water), topography, streams, lakes and any significant natural resources that are on or adjacent to the site. Attach a separate page if needed.

2. **Past/Current Property Use:** What are the past/current uses of the property? Examples: Urban/developed, forest, agricultural, industrial site, landfill, water, or wetland. Attach a separate page if needed.

Also, if the property has been contaminated (examples: brownfield sites), all clean up actions must be completed before a CNCB project can begin. Use this space to describe any clean up actions that are needed.

3. **Wetlands:** Describe any wetland areas on the site including the acreage (see "Resources" on page 5 for help in identifying wetlands). Describe any disturbance of wetlands needed to develop the proposed project. Please state if no wetlands exist on the site. Attach a separate page if additional space is needed as well as a wetlands delineation map.

4. **Floodplains:** Describe any floodplain areas within or adjacent to the site and delineate floodways. See the "Resources" section on page 5 for help in identifying floodplains. Please state if none exist. Attach a separate page if needed, especially for delineating 100 year floodways and floodplains.

5. **Tree and wildlife species:** Describe the predominant tree and wildlife species on or adjacent to the site. Attach a separate page if needed.

<p>6. <b>Archaeological or historical sites:</b> List any known archaeological or historical sites within the project site or in the vicinity of the site. Has the area been surveyed by an archaeologist? If so, when and by whom? (See "Resources" on page 5 for help in identifying cultural resources). Attach a separate page if needed.</p>
<p>7. <b>Existing Structures:</b> List all existing recreational facilities and other structures on the site, regardless of their age. Indicate if any structure is more than 50 years old. Provide a photograph and pertinent historical information about the structure(s) which are 50 years or greater. Indicate whether any existing structure(s), regardless of age, will either be demolished or renovated for recreational use by the proposed project? Attach a separate page if needed.</p>
<p>8. <b>Utilities:</b> Describe any existing utility easements within the site; including the width and length. Also, describe the existing water, sewer, and road systems at the site. Describe any water, sewer, or road systems included in the proposed project. Attach a separate page if needed.</p>
<p>9. <b>Ground Disturbance / Site Clearing:</b> How many acres are to be disturbed and/or cleared for the proposed development?  <p>_____ acres</p> </p>
<p>10. <b>New Facilities:</b> If a new indoor facility is proposed, how large is the facility's footprint or square feet of ground covered? _____ square feet. Also, if a greenway or trail is proposed, include its approximate length _____ feet, width _____ feet and surface _____ (such as natural, gravel, paved, etc.)</p>
<p>11. <b>Permits:</b> List all permits that have been or will be applied for or received, such as erosion control, CAMA or U.S. Army Corps of Engineers permits. Attach a separate page if needed. Include a brief discussion and documentation of your interactions with permitting agencies.</p>

Some projects will require an additional evaluation called an "environmental assessment" if they are selected for funding. A project will usually need an environmental assessment if any of the following are proposed in the project:

- Construction of a new building with a footprint of over 10,000 square feet.
- Demolition or renovation of a structure more than 50 years old or listed on the National Register of Historic Places.
- Ground disturbance involving a listed archaeological site or area around buildings over 50 years old.
- Ground disturbance in or near significant natural communities or rare species.
- Ground disturbance of a site with current or past contamination problems.

The PARTF program will notify the applicant if an environmental assessment or additional information is needed. The grantee must complete the environmental assessment before signing the CNCB contract and beginning the project.



## CNCB Scoring System for Grants

**Applicant:**

**Project:**

### **A. Planning: (25 possible points)**

Describe the planning efforts that the applicant has completed for the proposed project.

- Identify planning efforts to meet the unique needs of children with physical and developmental disabilities and / or veterans with physical and developmental disabilities and enable them to participate in recreational and sporting activities, regardless of their abilities.
- Include relevant information such as references to the project in system-wide plans, site-specific master plans and capital improvement plans, etc. Highlight the reference to the project in these documents.
- Include references to an ADA Transition Plan if a facility is being renovated to improve accessibility features. Highlight the reference to the project in these documents.
- Provide copies of any planning documents and highlight references the project being proposed.
- Maximum: two pages, minimum 10 pitch font. Include a title or cover page identifying the applicant name and the project name.

### **B. Level of public involvement in developing and supporting the project: (20 possible points)**

Describe the public involvement efforts that the applicant has completed for the proposed project.

- Identify efforts to involve people representing children with physical and developmental disabilities and / or veterans with physical and developmental disabilities.
- Include relevant information about community support for the project such as public surveys, public meetings, civic club presentations, partnerships, etc.
- Provide copies of any documents related to public involvement and highlight references the project being proposed. Highlight the reference to the project in these documents.
- Maximum: two pages, minimum 10 pitch font. Include a title or cover page identifying the applicant name and the project name.

**C. Public recreational facilities provided by the project: (30 possible points)**

Describe the recreational facilities proposed for this project.

- Highlight how these facilities will meet the needs of children with physical and developmental disabilities and / or veterans with physical and developmental disabilities and enable them to participate in recreational and sporting activities, regardless of their abilities.
- Highlight any new programs for veterans and / or children with disabilities that would be the direct result of completing this project.
- Maximum: two pages, minimum 10 pitch font. Include a title or cover page identifying the applicant name and the project name.

**D. Accessibility features of the project: (15 possible points)**

The North Carolina Parks and Recreation Trust Fund (PARTF) requires facilities used to support programs and services to meet at least the minimum requirements found in 2010 ADA Standards for Accessible Design. The minimum requirements for many park and recreation areas are identified in the following checklists.

1. Complete any of the following checklists that are applicable to your project. For each checklist, include a title identifying the applicant name and the project name.  
[Add link to the checklist files](#)

If there are other components of your project that are not addressed by these checklists, please use the following link for a complete list of checklists to evaluate recreation facilities for accessibility: <http://adachecklist.org/checklist.html#rec>

2. Identify features of your project that will offer accessible features that go beyond the minimum requirements and incorporate Universal Design Principles (see page 4).
  - Maximum: two pages, minimum 10 pitch font. Include a title or cover page identifying the applicant name and the project name.

**E. The applicant's commitment to operating and maintaining the project.  
(10 possible points)**

1.  The applicant has a full-time parks and recreation department that will manage the project site to provide programming and to ensure adequate operation and maintenance. (10 points)
2.  The applicant has a full-time staff, such as a public works, who will manage the project site to ensure adequate operation and maintenance. (7 points)
3.  The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance. (3 points)
4.  An organized volunteer group, such as a civic group or youth sports association, will operate and maintain the site. (1 points)

**Provide the name of the organization that will operate and maintain the site:**

**If the applicant is not going to operate the site with full-time staff, (see #3 & #4), describe how and when the site will be open to the general public.**



150 copies of this document were printed at \$356.27 or \$2.357 per copy.