

Development Projects

This section provides more detailed grant information and guidance for development projects involving the rehabilitation and development of public parks, indoor and outdoor recreation facilities, as well as, greenways and river conservation projects.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to determine if their Development Project is “Ready-To-Go”. The items below need to be addressed, included or uploaded in the application. If you have questions regarding this Checklist, please contact your DCNR Regional Advisor.

- * **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	<input type="checkbox"/>	Contacted Regional Advisor
	<input type="checkbox"/>	Eligible Applicant
	<input type="checkbox"/>	Appropriate Applicant
	<input type="checkbox"/>	Eligible project
*	<input type="checkbox"/>	Applicant owns project site or controls through a 25 year lease
*	<input type="checkbox"/>	Project site is open to the public
	<input type="checkbox"/>	Property has no known environmental hazards
*	<input type="checkbox"/>	Match secured
	<input type="checkbox"/>	Letters of commitment from entities providing match uploaded (if applicable)
*	<input type="checkbox"/>	Detailed list of eligible cash match and non-cash match included
*	<input type="checkbox"/>	Site Development Drawing(s) by a licensed design professional (consistent with Site Development Drawing(s) Checklist) uploaded
*	<input type="checkbox"/>	Realistic, accurate, and detailed cost estimate/budget included
*	<input type="checkbox"/>	Clear, concise and detailed project scope of work included
	<input type="checkbox"/>	PNDI receipt (required for municipal applicants) or Conservation Planning Report uploaded
	<input type="checkbox"/>	Accurate project site location map(s) provided
	<input type="checkbox"/>	County/Municipal Notification Letter(s) uploaded
	<input type="checkbox"/>	Reviewed the sample development project timeline at the following link http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_009416.pdf and agree that the project can be completed within 3 years from date of grant award (design, permits, construction, and final site inspection)
	<input type="checkbox"/>	Copy of lease or easement uploaded (if applicable)
	<input type="checkbox"/>	If land donation is part of the match: Upload a Full Appraisal Report by a state certified General Real Estate Appraiser for the land defined in the project scope and any donated parcels. Appraisal to be ordered by and prepared for the applicant. Review detailed appraisal requirements and handouts at the following link: http://www.dcnr.state.pa.us/brc/elibrary/forms/acquisitionforms/index.htm .
	<input type="checkbox"/>	If land donation is part of the match: Complete the Public Value and Use section of the application, include details of the public access and value, and certify that the public access provisions have been discussed with the landowner
	<input type="checkbox"/>	Properly completed Resolution Page uploaded

General Information and Funding Conditions:

1. All facilities/sites renovated or developed must serve a public purpose and help advance [DCNR goals](#) and [priorities](#). Applicants are encouraged to re-invest in existing park and recreation facilities.
2. All facilities/sites must be open for use by the general public.
3. More than one development application per funding period may be submitted.
4. Municipal applicants may not seek funding for the same site, in the same funding cycle, under both Small Community Development and Community Park Rehabilitation and Development project types.
 - a. Municipal applicants that meet the population requirements under the Small Community Development are not required to apply under this project type. The decision to apply under the Small Community Development program should be based on project scope of work and the total project cost.
5. Match is required for all projects and is usually equal to the grant funds awarded. The local match may be eligible cash, non-cash or a land donation value.
6. If your project is selected for funding, the Bureau reserves the right to review the proposed cash and non-cash values and work items with the grantee, to determine eligibility. Where warranted, adjustments to the proposed cash and non-cash values, provided in the application, will be required.
7. Cash contributions being provided by other organizations to be used as a portion of the local matching funds should be transferred to the applicant/grantee to expend. In such cases, where an outside organization/agency wishes to expend funds on behalf of the applicant/grantee, a formalized Agreement must be entered into by all parties, to define the participating parties roles and responsibilities (e.g. Community Development Block Grant (County CDBG) Funds, County Gaming Funds, County Redevelopment Authority Funds, etc.) *Draft Agreements should be provided to DCNR for review and approval prior to execution.*
8. For land donations, the market value of the donated land, as determined by a state certified General Real Estate Appraiser, may be used as all or part of the required local match for the development project.
 - a. Land accepted for donation must be acquired during the approved project period, unless the applicant has a pre-approved Waiver for Retroactivity from DCNR to acquire the land prior to the date of the grant award.
 - b. The value of the donated land will only be considered as match for the development of the donated land and/or adjoining parklands.
 - c. Lands acquired by mandatory dedication, by court order, or by other state/federal agencies may not be used as a land donation match.
 - d. Applicants must provide an appraisal from a state certified General Real Estate Appraiser.
 - e. If selected for funding, a second appraisal may be required for the Bureau to determine and approve the actual land donation value.
 - f. Appraisal and other costs related to a land donation are not eligible for grant reimbursement on development projects.

- g.** Land accepted for donation must provide both public value and public use.
9. Grant applications from non-municipal applicants must include evidence that the municipality(ies) and county where the facility/site is being renovated or developed have had the opportunity to comment on the project proposal. *As a general policy, the Department will not approve grant funding where local elected officials have expressed opposition to the proposed project.*
 10. Property that is not owned in fee simple must be controlled through a permanent easement or long term lease agreement (minimum 25 years) with terms and provisions acceptable to DCNR. If the property is currently leased a copy of all leases shall be included with the grant application. If the property will be leased, the applicant shall discuss this matter with the DCNR Regional Advisor. If available a draft lease shall be included with the grant application for review and approval by DCNR.
 11. All facilities renovated or developed with DCNR funding must comply with the Americans with Disabilities Act of 1990 as amended and the 2010 ADA Standards for Accessible Design. Compliance includes such items as special parking provisions, negotiable circulation patterns and walkway surfaces, extra wide doors, accessible comfort facilities, accessible drinking fountains, accessible services, facilities and programs. The 2010 ADA Standards are available and can be accessed by using the hyperlink available at the end of this section. In addition, DCNR staff is available to discuss any concerns you may have relative to your project complying with these regulations.
 12. All facilities renovated or developed with DCNR funding must comply with the Pennsylvania Construction Code Act (Act 45 of 1999, as amended) (35 P.S. Sections 7210.101 et seq.), as implemented by the Pennsylvania Department of Labor and Industry Regulations, 34 Pa. Code Chapters 401-405.
 13. All awarded development projects are required to contract with a qualified design professional (architect, landscape architect or engineer licensed to practice in the Commonwealth of Pennsylvania) to prepare drawings and/or specifications used for the layout and construction of any “public facility.” Consultant contracts for professional fee services, such as design, engineering, land surveying, preparation of drawings, bid documents, construction inspection, archaeological surveys, etc., are eligible expenditures.
 14. All drawings and/or specifications used for the site layout plan (detailed location of the various elements to be constructed/installed on a site, such as access roads, parking areas, walks, walls, plant materials, fences, play equipment, structures, site furniture, infrastructure, etc.) or construction of a public facility, regardless of whether constructed/installed by a contractor, municipal work force or volunteers, shall be sealed and signed by the appropriate design professional(s).
 15. Construction contracts, material purchases and construction equipment rental based on the total project costs must be publicly advertised, bid and awarded with applicable laws. All construction projects with an established project cost of \$25,000 or more must include prevailing wages in accordance with regulations of the Department of Labor and Industry. Therefore your project budget included with your grant application should reflect these additional costs. Subject to analysis of an applicant’s capacity the Bureau may approve, on a case by case basis, some or all of the project work to be completed by in-house workforce.
 16. Professional Service Fees exceeding 15% of the project’s total eligible construction costs may be considered on a case by case basis. Approval is at the sole discretion of the

Bureau. You are reminded that Professional Services Fees include both cash & non-cash match values, and encompass such items as professional design costs, property surveys, construction observation, solicitor/attorney fees, bid advertisement costs, permitting costs, etc.

17. Upon project completion, the prime design professional for the project will be required to submit a letter to the Bureau certifying that the final construction was completed in accordance with the drawings and specifications. Therefore, it is suggested that construction observation or inspection be included in the design professional's contracted scope of work.
18. Rehabilitation work must be for existing facilities that have safety concerns or have deteriorated due to age and/or use; not as a result of a lack of maintenance on the part of the applicant.
19. Routine park and recreation facility maintenance is ineligible for funding consideration. Routine maintenance is defined as small-scale activities generally associated with a regular set schedule (daily, weekly, monthly, or annually) for the purpose of general upkeep of park and recreation facilities, buildings, property, equipment and site amenities against normal wear and tear. Examples include but are not limited to: mowing, replacing safety surfacing, painting, graffiti removal, cleaning, trash removal and any other general activity to preserve an asset's operational status. The Bureau will determine, at its own discretion, what is routine maintenance.
20. Subject to analysis of an applicant's capability and approval on a case-by case basis, the Bureau may permit some or all of the project work to be completed by municipal/in-house services and volunteers. Additionally, if approved by the Bureau, construction equipment owned by the applicant and donations of professional construction services, as well as, materials and equipment, may also be deemed eligible as match for the project.
21. If a proposed project includes development of new or renovation of existing structures, such as swimming pools, recreation and/or environmental education centers, ice rinks, gymnasiums, bridges, etc., a feasibility study prepared by a licensed design professional must be submitted with the grant application. In rare instances, a structural assessment will be considered on a case by case basis by the Bureau after the applicant/grantee has provided a written request and justification and that material has been reviewed by Central Office staff in consultation with Regional staff.
22. Projects may be rehabilitated or developed in phases, but the project scope of work being proposed for grant assistance in each phase must be comprehensive enough to result in a complete and useable facility or area. Phased projects will only be funded one phase at a time. Approval in one phase does not guarantee funding of additional phases in future grant rounds.

A current master site development plan, if available, should be submitted with the grant application and may be required for newly developed or phased projects, depending on the scope of work and/or the size of the site.
23. For facilities that serve both eligible and ineligible areas and/or uses, the Bureau will determine their eligibility and calculate a prorated percentage of the support facility and/or area eligible for grant funding, if any.
24. All facilities developed or rehabilitated under this program must comply with the current state of the art standards for such a facility. Any reduction in standards may make your project ineligible for funding reimbursement.

25. The Bureau is a strong proponent of green/sustainable practices and energy saving technologies and are encouraged in all development projects.

Development Project Types:

1. Park and Recreation Areas

Area of land for use as a neighborhood, community or regional public park and recreation site. Property may be programmed for active and/or passive recreation use to create new park and recreation areas and/or expand existing recreational sites.

a. Community Park Rehabilitation and Development

These projects involve the rehabilitation and development of public indoor and/or outdoor park, recreation and conservation areas and facilities. All construction must be completed in accordance with the applicable federal, state and local laws, including the Uniform Construction Code (UCC) and the 2010 ADA Standards for Accessible Design.

SAMPLE PROJECT DESCRIPTION:

Rehabilitation and further development of Owen Park, Clearfield Borough, Clearfield County. Work to include construction of new access road and parking area; baseball fields; installation of playground equipment with required safety surfacing; ADA access; landscaping, project sign and related site improvements.

b. Small Community Development

This funding type is to accommodate the needs of municipalities with populations of 5,000 or less based on the U.S. Census Bureau's most recent Annual Population Estimates. Projects under this funding type include basic park, recreation and conservation areas and facilities, with a primary focus on playground rehabilitation to meet current safety and accessibility standards. Site amenities, such as site furniture, trash cans, picnic grills, landscaping, etc. are eligible for funding and will complement the required ADA access pathways connecting the funded playground area(s) to an ADA accessible parking area.

The initial \$20,000 in grant funding is restricted to the purchase of a combination of eligible materials and up to \$3,000 for approved professional services fees. Additional grant funds of up to \$20,000 may be provided, with this additional grant money being matched by the municipality on a dollar for dollar basis by either cash or non-cash match. The additional grant money and the municipal match may be used to cover all other eligible costs, such as labor and/or equipment and approved professional services fees. The maximum grant a municipal applicant can receive under this funding type is \$40,000, with a maximum total project cost of \$60,000.

The Small Community Development project is not as complex as the typical, larger and more involved Community Park Rehabilitation and Development project. An eligible municipality is not required to apply under this funding type and can apply for any of the other funding types for which it is eligible. The complexity and the total project costs should determine the project type for which a municipality applies, not the population of the municipality.

Note: Municipal applicants may not seek funding for the same site, in the same funding cycle, under both Small Community Development and Community Park Rehabilitation and Development project types.

SAMPLE PROJECT DESCRIPTION:

Rehabilitation of Township Park, Penn Township, Perry County. Work to include the installation of a small playground with required safety surfacing; ADA access; landscaping, project sign and related site improvements.

2. Rivers Conservation

These projects restore and enhance the cultural, ecological and recreational aspects of waterways. **More information can be found by referencing the Rivers Projects section of the grant manual.**

Special Requirements and Conditions:

- Eligible Applicants – This program is open to non-profit and municipal entities. However, non-profit organizations are encouraged to partner with a municipal entity to develop and execute this type of project.
- Eligible Projects – Eligible projects include those that implement river conservation plan recommendations, enhance water trails, expand public access to aquatic resources, or increase awareness of Pennsylvania’s river systems.
- Ownership/Control – For projects that are not intended to be open to the general public, such as stream bank improvements, cattle fencing, etc., an agreement between the applicant and the landowner, giving the applicant access to construct and maintain the improvements, is required. An exception to this rule can only exist if other provisions satisfactory to DCNR are made which satisfy the construction and maintenance requirements of the grant agreement.
- Project Feasibility – If a proposed project includes the renovation of an existing structure, such as a small impoundment, aqueduct, marina, etc., a signed and sealed structural assessment will be required and should be submitted with the grant application.

SAMPLE PROJECT DESCRIPTION:

Development of Hough Park, Hamburg Borough in Berks County. Work to include the construction of a fishing pier and boat ramp; stabilization of stream bank restoration; ADA access; landscaping; project sign and other related site amenities.

Refer to the following documents which should be helpful in developing your Grant Application, they can be found at the following links:

Development Documents:

<http://www.dcnr.state.pa.us/brc/elibrary/forms/developmentforms/index.htm>

- Sample Estimated Project Timeline (Development)
- Non-Cash Match Record Keeping Sheet
- Park Site Development Drawing (SDD)- Checklist
- Design Consultant Selection
- (PRD) Preparation of Final Construction Drawings and Specifications

- (SC) Preparation of Final Construction Drawings and Specifications- Materials and Labor
- (SC) Preparation of Final Construction Drawings and Specifications- Materials, only

<http://www.dcnr.state.pa.us/brc/elibrary/forms/planningforms/index.htm>

- Indoor Recreation Facility - Feasibility Study - General Information and Scope of Work Guidelines
- Swimming Pool Complex - Feasibility Study - General Information and Scope of Work Guidelines

Bureau Policies:

<http://www.dcnr.state.pa.us/brc/grants/grantpolicies/index.htm>

- Acquisition Conversion process Policy LWCF
- Acquisition Conversion process Policy State
- ADA Policy
- Appraisal Policy
- Community Gardens Policy
- Competitive Bid Policy
- COSTARS Policy
- Development Grant Administrative Instructions and Process Policy
- Development Eligible and Ineligible Grant Project Activities/Costs Policy
- Greening Policy
- Ownership and Control Policy
- PNDI Policy
- Professional Services Fees Policy
- Public Value and Use Policy
- Sign Policy
- Small Community Program Policy
- Waiver for Retroactivity Policy

1. Americans with Disability Act

- a. Regulations: US Dept. of Justice-2010 ADA Standards for Accessible Design (2010 Standards) <http://www.ada.gov/regs2010/2010ADAStandards/2010ADASTandards.htm>
- b. <https://www.access-board.gov/guidelines-and-standards/recreation-facilities/guides/sports-facilities/accessible-routes>

2. Playground Design:

- a. US CPSC- Handbook for Public Playground Safety (Pub. #235) and Safety Alerts www.cpsc.gov/volstd/publicplayground/publicplayground.html
- b. ASTM International- www.astm.org
 1. ASTM F1487-07 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use
 2. ASTM F1292-04 Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment

3. ASTM F1951-09 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment
4. ASTM F2075-10a Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment
5. ASTM F2223-10 Standard Guide for ASTM Standards on Playground Surfacing
6. ASTM F2373-11 Standard Consumer Safety Performance Specification for Public Use Play Equipment for Children 6 Months through 23 Months
7. ASTM F2479-12 Standard Guide for Specification, Purchase, Installation and Maintenance of Poured-In-Place Playground Surfacing

3. General Design:

- a. Time-Saver Standards for Landscape Architecture (Charles W. Harris & Nicholas T. Dines), 1998 Second Edition.
- b. Planning and Design of Outdoor Sports Facilities- Technical Manual (Depts. of the Army and Air Force- 1988) http://www.wbdg.org/ccb/ARMYCOE/COETM/tm_5_803_10.pdf
- c. Green and Sustainable Design - <http://www.dcnr.state.pa.us/brc/grants/greening/greenresources/index.htm>