

## 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, rails-to-trails, snowmobile and ATV trails and facilities, as well as, greenways and river conservation projects.

### Ready-To-Go Checklist

The Checklist is a tool for the applicant to use to determine if their project is truly “Ready-To-Go” and will be used by DCNR in its grant application evaluation and project selection process.

Only projects that are ready-to-go will be given consideration for grant awards.

### DEVELOPMENT Projects

Yes	
<input type="checkbox"/>	Contacted Regional Adviser
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
<input type="checkbox"/>	Clear / detailed project description
<input type="checkbox"/>	Match secured, and, if match from other than applicant, commitment letters provided from those providing match
<input type="checkbox"/>	Detailed list of eligible cash / non-cash match by type of non-cash match
<input type="checkbox"/>	Realistic, accurate and detailed cost estimate/budget
<input type="checkbox"/>	County / Municipal Notification Letter(s)
<input type="checkbox"/>	Accurate project site location map(s)
<input type="checkbox"/>	Applicant owns project site or controls through a 25 year lease; if a trail project, applicant owns project site or controls through a 99 year lease or permanent easement; copy of lease or easement is attached.
<input type="checkbox"/>	Site Development Drawing by a licensed design professional (consistent with Site Development Drawing- Checklist)
<input type="checkbox"/>	Proposed project schedule and time-line reasonable to complete in 3 years of the grant award.
<input type="checkbox"/>	PNDI check done, receipt provided.
<input type="checkbox"/>	The project site is open to the public.
<input type="checkbox"/>	Property has no known environmental hazards.
<input type="checkbox"/>	If land donation is part of match- provide a full self-contained appraisal report by <b>state certified General Real Estate Appraiser</b> , including normal Addenda Items and Exhibits for the donated property.
<input type="checkbox"/>	If land donation is part of match- provide a completed Public Value & Use Form, to include mapping, details of the public access and value, and signature(s) by the land owner(s) agreeing to the terms.
<input type="checkbox"/>	Properly completed Resolution Page (uploaded)
<input type="checkbox"/>	Properly completed Grant Agreement Signature Page (original signatures in blue ink required and <i>mailed</i> to the Grants Customer Service Center)

**All items need to be checked for the application to be complete and ready-to-go. Please provide an explanation for those items you are unable to check.**

If your project is not ready, please work with your Regional Adviser to be ready for the next DCNR grant round.

## GENERAL INFORMATION AND FUNDING CONDITIONS:

1. All facilities/sites renovated or developed must serve a public purpose and help advance DCNR goals and priorities.
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 seeking funding under the Small Community Development project type may not apply under Park Rehabilitation and Development project type, in the same funding cycle.
  - 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 requirements for most Development projects require all grant funds awarded to be equally matched. The local match may be cash, eligible non-cash or a land donation value.
6. Cash contributions being provided to a grant recipient by school districts, local organizations, etc. to be used as a portion of the local matching funds, must be actually **transferred to the grantee**. In order to qualify as a match, a cash contribution must be expended by the grantee rather than by another party.
7. **For land donations**, the market value, as determined by a **state certified General Real Estate Appraiser**, of the private land to be donated within the approved project period, may be used as all or part of the required local match for development of the donated property and/or adjoining parklands.
  - Lands acquired by mandatory dedication may not be used for a land donation match credit.
  - Applicants must provide an appraisal from a state certified General Real Estate Appraiser.
  - If selected for funding, a second appraisal may be required for Bureau approval of a land donation value.
  - Appraisal and other costs related to a land donation are not eligible for grant funding **on development projects**.
  - **Land accepted for donation must provide both public value and public use.**
8. **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.*
9. Applicants must own or control the property or facility/site that will be developed, rehabilitated, etc. for use by the general public. **(Certification of ownership and/or control of the property or facility/site will be required upon award of the grant.)**
10. All facilities renovated or developed with DCNR funding must comply with the Americans with Disabilities Act of 1990 as amended. 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 ADA guidelines 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.

11. 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 bid documents, construction inspection, archaeological surveys, etc., are eligible expenditures. **The Bureau reserves the right not to fund any professional fee costs that exceed 15% of the project's final total eligible costs.**
12. **All drawings and/or specifications** used for the layout (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).**
13. Upon project completion, the prime design professional for the project will be required to submit a letter to the Department 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 service contract's scope of work.
14. **Rehabilitation work must be for existing facilities that have deteriorated because of age and/or use or because of safety concerns, and not because of a lack of maintenance on the part of the applicant.**
15. 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 work force account/in-house services and volunteers, rather than by competitive bidding and independent contracting. Additionally, if approved by the Bureau, construction equipment owned by the applicant and donations of professional services, materials and equipment, may also be deemed eligible as match for the project.
16. 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/structural assessment prepared by a licensed design professional must be submitted with the grant application.**
17. 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.

18. 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.

19. 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.
20. All development projects must include elements of landscaping and should consider the use of native plantings to help eliminate the spread of invasive plant and animal species.

## 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. Park Rehabilitation and Development

Projects under this type 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).

#### 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 eligible equipment and materials, as well as, allowing up to \$3,000 for approved professional design fees. Additional grant funds of up to \$20,000 may be provided, and this additional grant money must be matched by the municipality on a dollar for dollar basis by 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. 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 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 of the project should determine the project type for which a municipality applies, not the population of the municipality.**

#### 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 acknowledgement sign and related site improvements.

## 2. Greenways and Trails

Projects under this type involve the renovation and development of linear public facilities, such as bicycle, walking, equestrian, snowmobile and nature trails; passive recreation areas; riparian forest buffers; wetland boardwalks; observation decks; etc. Related support facilities, access roads, parking areas, walks, comfort station, lighting, landscaping and signage directly related to the project are also eligible.

### **SAMPLE PROJECT DESCRIPTION-**

Development of Owen Greenway in Johnstown City, Cambria County. Work to include the construction of approximately 2.0 miles of trail; within the City from Owen Park to Road B; parking area; landscaping; ADA access; project acknowledgement sign and related site improvements.

## 3. Rails-to-Trails Projects

Projects under this type involve the renovation and development of abandoned railroad rights-of-way or lands available for trail purposes under rail banking. Development includes construction of trails and associated structures, as well as support facilities, such as access roads, parking areas, interpretive facilities and comfort facilities. Related facilities, such as walks, lighting, landscaping and signage for trail use, are eligible.

If the proposed project includes renovation of existing structures, such as bridges, drainage structures, train stations, etc., for trail use, a feasibility study/structural assessment should be submitted with the grant application.

### **SAMPLE PROJECT DESCRIPTION-**

Rehabilitation of Owen Trail in Hampden Township, Cumberland County, Work to include the construction of approximately 5.0 miles of a rail-trail corridor, between Road A and Road B; construction of trailhead parking, comfort station and drainage improvements; ADA accessibility; project acknowledgement sign, and related site improvements.

## 4. Snowmobile and All-Terrain Vehicle (S/ATV)

These projects involve the renovation, construction, and maintenance of snowmobile and ATV trails and facilities.

### **Special Requirements and Conditions:**

- Eligible development projects on lands NOT owned by the Commonwealth – Funding assistance is available to municipalities, profit and non-profit organizations for the construction, rehabilitation, and maintenance of snowmobile and ATV trails.
- Eligible development on lands owned by the Commonwealth – Funding assistance is available only to profit and non-profit organizations (not municipalities), for rehabilitation and maintenance (not construction) of existing snowmobile and/or ATV trails on property owned by the Commonwealth (e.g. State Parks, State Forests). Evidence of project approval by the Commonwealth Agency controlling the lands to be impacted by the project must be submitted with the grant application.
- **Funding assistance** is an 80/20 matching ratio. Projects may be reimbursed for up to 80% of the total eligible costs.

- **Purchase and lease** of trail construction and maintenance equipment is eligible.
- **Ownership/Control** – For projects proposed on land not owned by the applicant, provide a letter of permission from the land owner/manager to do the anticipated work.
- A special set-aside of approximately one third of the annual grant funds will be targeted for county, multi-county and regional authority projects. If the demand is not received for these type of projects, the balance of the set-aside will be used to fund other snowmobile and ATV applications.

**SAMPLE PROJECT DESCRIPTION-**

Trail maintenance of Owen S/ATV Trail in Somerset Township, Somerset County. Work to include maintenance of approximately 5.0 miles of S/ATV trail; purchase a trail groomer; ADA access; project acknowledgement sign and related site improvements.

**5. Rivers Conservation**

Projects under this type improve, restore and enhance the cultural, biological, ecological and recreational values of waterways. DCNR strongly encourages development projects that promote river access, riverfront development and riverfront revitalization.

**Special Requirements and Conditions:**

- **Prerequisite** – In order for the project to be eligible for funding assistance, the project should lie within river segments or watersheds listed on the Pennsylvania Rivers Conservation Registry and should have been recommended in an approved Rivers Conservation Plan (RCP). However, the Bureau will consider early implementation development projects for funding in watersheds not linked to a Rivers Conservation Plan if the project can stand on its own merits and presents a significant and unique opportunity that connects communities to their rivers and advances the goals of the Rivers Conservation Program.
- **Eligible Projects** – Include projects such as river bank stabilization, stream relief initiatives, river corridor recreation development, recreational access use, stream improvements, and archeological, historical and critical habitat restoration and protection. Support facilities, such as access roads, parking areas, comfort stations, utilities, landscaping, etc., are also eligible.
- **Project Feasibility** – If a proposed project includes renovations of existing structures, such as small impoundment structures, aqueducts, marinas, etc., a feasibility/ structural assessment should be submitted with the grant application.
- **Ownership/Control** – For projects, such as stream bank improvements, cattle fencing, etc., that are not intended to be open to the general public, an agreement would be required between the grantee and the landowner giving the grantee access to construct and maintain the improvements, unless other provisions satisfactory to DCNR are made which satisfy these construction and maintenance requirements.
- Projects involving river bank stabilization, stream relief initiatives, river corridor recreation development and stream improvements are encouraged to design their projects to include a 100 foot riparian buffer along the project site or area.

### **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 acknowledgement sign and other related site amenities.

**Refer to the following web-links for documents which should be helpful in developing your Grant Application:**

#### **Development- Document Links:**

- [Grant Administration Process- Development](#)
- [Consultant Selection –Development](#)
- [Feasibility Study- General Information and Scope of Work Guidelines](#)
- [\(PRD\) 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](#)
- [Sample Worksheet- Non-Cash Match Values](#)
- [Site Development Drawing \(SDD\)- Checklist](#)

#### **Bureau Policy Links:**

- [Appraisal Policy](#)
- [Conversion Policy](#)
- [Development- Project Management Process Policy](#)
- [Eligible/Ineligible Project Activities/Costs Policy](#)
- [Ownership and Control Policy](#)
- [Small Community Program Policy](#)
- [Waiver for Retroactivity Policy](#)
- [ADA Policy](#)
- [PNDI Policy](#)
- [Greening Policy](#)

#### **Other Links:**

1. **ADA Accessibility: ADA Access Board-** [www.access-board.gov](http://www.access-board.gov)
  - a. Accessibility for Outdoor Developed Areas –  
<http://www.access-board.gov/outdoor/nprm.pdf>
  - b. Accessible Boating Facilities –  
<http://www.access-board.gov/recreation/guides/boating.htm>
  - c. Accessible Fishing Piers and Platforms  
<http://www.access-board.gov/recreation/guides/fishing.htm>
  - d. Accessible Parking and Accessible Routes –  
<http://www.access-board.gov/ada-aba/final.cfm#site>
  - e. Accessible Play Areas –  
<http://www.access-board.gov/play/guide/intro.htm>

- f. Accessible Sports Facilities –  
<http://www.access-board.gov/recreation/guides/sports.htm>
- g. Accessible Swimming Pools and Spas –  
<http://www.access-board.gov/recreation/guides/pools.htm>
- h. ADA-Architectural Barriers Act- Accessibility Guidelines  
<http://www.access-board.gov/ada%2Daba/>

## **2. Playground Design:**

- a. US CPSC- Handbook for Public Playground Safety (Pub. #235) and Safety Alerts  
[www.cpsc.gov/volstd/publicplayground/publicplayground.html](http://www.cpsc.gov/volstd/publicplayground/publicplayground.html)
- b. ASTM International- [www.astm.org](http://www.astm.org)
  - 1. ASTM- F 1487-07 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use
  - 2. ASTM- F 1292-04 Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment
  - 3. ASTM- F 1951-09 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment

## **3. General Design:**

- a. Planning and Design of Outdoor Sports Facilities- Technical Manual (Depts. of the Army and Air Force- 1988)  
<http://140.194.76.129/publications/armytm/tm5-803-10/>
- b. [Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles](#)

## **4. Land Donation- Land Appraisal:**

- a. Uniform Standards of Professional Appraisal Practice-  
<http://www.vanderwerffandassociates.com/USPAP.pdf>

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**(SAMPLE) DEVELOPMENT GRANT-COST ESTIMATE**

- Costs should be broken down on a "facility" estimate basis, i.e., ball fields, tot lot, tennis court, roads, landscaping, gymnasium, comfort station, locker room etc. Each estimate should show the cost of the "sub" work items which make up that facility, i.e., the cost of the ball field should show the cost of the grading, seeding, bleachers, fencing, etc. which comprise the sub-elements of the ball field.
- If possible, indicate the units of each facility and sub-work items to be developed, i.e., the **number** of ball fields, the **cubic** yards of grading, the **square feet** of seeding, the **number** of bleachers, the **lineal feet** of fencing, the **number** of lights, etc. The **lineal footage** of all utility lines should be itemized.
- Include individual costs for all professional services, such as design, core borings, master plans, surveys, etc.
- Please anticipate inflationary increases in your estimates due to unforeseen delays and normal application processing time, and include appropriate allowances in the estimated cost for each individual work item.
- The terminology and contents of the cost estimate should correspond with the site plan and narrative project description. **A lump sum contingency is not an eligible item for financial assistance.**

Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1.	<b>Ball Field No. 1</b>			<b>\$ 61,000</b>
	Fine Grading	10,000 sy	\$ 2/sy	20,000
	Seeding and Mulching	10,000 sy	1.20/sy	12,000
	Backstop	1	4,000	4,000
	Fence - 6' high	1,000 lf	20	20,000
	ADA Access	LS	5,000f	5,000
2.	<b>Ball Field No. 2 - Renovation</b>			<b>\$ 19,200</b>
	Topsoil Furnished and Placed	300 cy	\$ 40/cy	12,000
	Seeding and Mulching	6,000 sy	1.20/sy	7,200
3.	<b>Tot Lot</b>			<b>\$ 46,500</b>
	Excavation and Drainage	LS	\$ 3,000	3,000
	Modular Climber	1	24,000	24,000
	Multi Spring See Saw	1	4,000	4,000
	Safety Surfacing and Perimeter	LS	9,000	9,000
	Benches	3	500	1,500
	ADA Access	LS	5,000	5,000
4.	<b>Pavilion</b>			<b>\$ 23,000</b>
	16' x 24' Pavilion	1	\$ 15,000	15,000
	Excavation	LS	3,000	3,000
	Concrete Slab	1	1,000	1,000
	ADA Access	LS	1,000	1,000
	ADA Picnic Tables	6	500	3,000
5.	<b>Sanitary Sewer System</b>			<b>\$ 12,000</b>
	Sewer Line (4" gravity)	500 lf	\$ 24/lf	12,000
6.	<b>Electrical System</b>			<b>\$ 30,000</b>
	Underground Wiring	1,000 lf	\$ 10/lf	10,000
	Ball Field Lighting	4 poles	2,000 ea	8,000
	General Lighting	6 poles	2,000 ea	12,000
7.	<b>Comfort Facilities/Concession Stand</b>			<b>\$ 47,000</b>
	Building (complete)	1	\$ 45,000	45,000
	ADA Access	LS	2,000	2,000
8.	<b>Signs</b>			<b>\$ 1,000</b>
	Keystone	1	\$ 500 ea	500
	Directional	5	100 ea	500
9.	<b>Professional Services</b>			<b>\$ 35,000</b>
	Survey			5,000
	Design			20,000
	Construction Observation			10,000
<b>Total</b>				<b>\$ 283,700</b>

**EXAMPLE ONLY. The figures used in the example do not reflect standard quantities or unit costs and should not be used to estimate your project**