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

This Checklist is to be used by the applicant to determine if their Development Project is "Ready-To-Go". It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards

Yes	
☐	Contacted Regional Adviser
☐	Eligible Applicant
☐	Appropriate Applicant
☐	Eligible project
☐	Clear, concise and detailed project description included
☐	**If a Trail Project** - Trail Supplemental Information Form completed and provided
☐	County/Municipal Notification Letter(s) provided
☐	Reviewed the sample development project timeline at the following link http://www.dcnr.state.pa.us/brc/elibrary/resourcesta/sampletimeline/index.htm and agree that the project can be completed within 3 years from date of grant award (design, permits, construction, and final site inspection)
☐	Match secured; if match from sources other than applicant, commitment letters provided from those providing match
☐	Detailed list of eligible cash match / non-cash match by type of non-cash match
☐	Realistic, accurate, and detailed cost estimate/budget included
☐	Accurate project site location map(s) provided
☐	Site/Trail Development Drawing(s) by a licensed design professional (consistent with Site/Trail Development Drawing(s) Checklist) provided
☐	Applicant owns project site or controls through a 25 year lease
☐	Project site is open to the public
☐	Property has no known environmental hazards
☐	PNDI review completed, receipt signed and provided
☐	If land donation is part of the match - provided a full self-contained appraisal report by state certified General Real Estate Appraiser, including normal Addenda Items and Exhibits for the donated property
☐	If land donation is part of the match - provided 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
☐	Properly completed Resolution Page (uploaded)
☐	Properly completed Grant Agreement Signature Page (original signatures required and *mailed* to the Grants Customer Service Center)

All items need to be addressed for the application to be complete and for the project to be Ready-To-Go.

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.

- **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. After award, cash contributions proposed as match by another organization must be transferred to the grantee. In order to qualify as an eligible match, cash values must be expended by the grantee.

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. 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.)

11. All facilities renovated or developed with DCNR funding must comply with the Americans with Disabilities Act of 1990 as amended and 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 bid documents, construction inspection, archaeological surveys, etc., are eligible expenditures.

14. 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).

15. 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.

16. Upon project completion, the prime design professional for the project will be required to certifying submit a letter to the Bureau 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.

17. 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.

18. 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 construction services, as well as, materials and equipment, may also be deemed eligible as match for the project.

19. 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.

20. 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.

21. 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.

22. 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.

23. Incorporation of greening principles and energy saving technologies are encouraged in all development projects.

Development Project Categories:

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

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 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 value of the project should determine the project type for which a municipality applies, not the population of the municipality.

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. 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 sign and related site improvements.

3. Rails-to-Trails

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 support facilities, such as trail heads, access roads, parking areas, interpretive facilities and comfort facilities. Related facilities, such as walkways, lighting, landscaping and signage for trail use, are eligible.

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; landscaping; ADA access; project sign and related site improvements.

4. Pennsylvania Recreational Trails

Grants are awarded to construct, renovate and maintain trails and trail related facilities for both motorized and non-motorized recreational trail, as well as the purchase or lease of equipment for trail maintenance and construction. Eligible applicants include federal and state agencies, local governments and non-profit and for-profit organizations. Match requirements for Pennsylvania Recreational Trails grants are established at a minimum of 20%.

SAMPLE PROJECT DESCRIPTIONS:
Further development of the Northwest River Trail in Conoy Township, Lancaster County. Work to include the construction of approximately 1.86 miles of trail from Shock's Mill Bridge to Conoy Creek, pedestrian bridge and erosion and sedimentation controls; landscaping; ADA access, project sign and trail signage and related site improvements.

Purchase of trail maintenance equipment to construct and maintain the Harrisburg Capital Area Greenbelt in Harrisburg City; Susquehanna and Swatara Townships; and Paxtang and Penbrook Boroughs in Dauphin County.

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

These projects involve the construction, renovation and maintenance of areas and facilities for snowmobile and all-terrain vehicle (S/ATV) use, as well as the purchase or lease of equipment for trail construction and maintenance.

Special Requirements and Conditions:

- Eligible development projects on lands NOT owned by the Commonwealth – Funding assistance is available to municipalities, for-profit and non-profit organizations for the construction, rehabilitation and maintenance of snowmobile and ATV (S/ATV) trails.

- Eligible development on lands owned by the Commonwealth – Funding assistance is available only to for-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.

- The Department is actively seeking opportunities to expand motorized recreation on lands not owned by the Commonwealth by fostering public and private partners in strategic locations.

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 of a trail groomer; ADA access; project sign and related site improvements.

6. Rivers Conservation

These projects restore and enhance the cultural, ecological and recreational aspects of waterways.

Special Requirements and Conditions:

- Eligible Applicants – Due to limited funding during this fiscal year, River Conservation grants are available to municipal entities only. Non-profit organizations are encouraged to partner with a municipal entity to develop and execute this type of project.

- Eligible Projects – Projects should be recommended in an approved Rivers Conservation Plan (RCP) and/or lie within river segments or watersheds listed on the Pennsylvania Rivers Conservation Registry. However, the Bureau will consider unique, high impact early implementation projects not linked to an RCP.

- 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 web-links for documents which should be helpful in developing your Grant Application:

Development- Document Links:

- Design Consultant Selection for Development Projects
- 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 Estimated Development Project Timeline
- Sample Worksheet- Non-Cash Match Values
- Site Development Drawing (SDD)- Checklist

Bureau Policy Links:

- ADA Policy
- Appraisal Policy
- COSTARS Policy
- Conversion Policy
- Development- Project Management Process Policy
- Eligible and Ineligible Grant Project Activities/Costs Policy
- Greening Policy
- Ownership and Control Policy
- PNDI 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. Accessibility Guidelines for Outdoor Developed Areas
http://www.access-board.gov/outdoor/draft-final.htm

c. Accessible Sports Facilities
http://www.access-board.gov/recreation/guides/sports.htm

d. Accessible Golf Courses
http://www.access-board.gov/recreation/guides/golf.htm

e. Accessible Miniature Golf Courses
http://www.access-board.gov/recreation/guides/min-golf.htm

***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- 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://www.wbdg.org/ccb/ARMYCOE/COETM/tm_5_803_10.pdf

b. Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles

c. Green and Sustainable Design - http://www.dcnr.state.pa.us/brc/grants/greening/greenresources/index.htm

(SAMPLE) DETAILED BUDGET Form DEVELOPMENT Project

1. Costs should be broken down on a "facility" basis, i.e., ball fields, tot lot, tennis court, roads, landscaping, gymnasium, comfort station, locker room, etc. Each estimate should also show the cost of the "sub" work elements 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 are required to develop a ball field.
2. Include casts for ADA access to the facilities in accordance with the 2010 ADA Standards for Accessible Design if not already provided.
3. 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.
4. **Include individual costs for all professional services fees**, such as design, attorneys, surveys, etc.
5. 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.
6. The terminology and contents of the cost estimate should correspond with the site plan and project narrative project. **Providing a lump sum value will not provide the detail needed to determine eligibility for funding.**

Item No.	Work Item	No. of Units	Unit Cost	Total Cost
1.	**Ball Field No. 1**			**$ 61,000**
	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.	**Ball Field No. 2 - Renovation**			**$ 19,200**
	Topsoil Furnished and Placed	300 cy	$ 40/cy	12,000
	Seeding and Mulching	6,000 sy	1.20/sy	7,200
3.	**Tot Lot**			**$ 46,500**
	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.	**Pavilion**			**$ 23,000**
	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.	**Sanitary Sewer System**			**$ 12,000**
	Sewer Line (4" gravity)	500 lf	$ 24/lf	12,000
6.	**Electrical System**			**$ 30,000**
	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.	**Comfort Facilities/Concession Stand**			**$ 47,000**
	Building (complete)	1	$ 45,000	45,000
	ADA Access	LS	2,000	2,000
8.	**Signs**			**$ 1,000**
	Keystone	1	$ 500 ea	500
	Directional	5	100 ea	500
9.	**Professional Services Fees**			**$ 35,000**
	Survey			10,000
	Design			20,000
	Attorney/Solicitor Fees			5,000
Total				**$ 283,700**

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*