

Municipal Park Grant Commission

Grant Application

Directions and Guidelines

APPLICATION ARE TYPICALLY DUE
OF THE LAST FRIDAY OF AUGUST
BY 4:00 PM

THE MISSION OF THE MUNICIPAL PARK GRANT COMMISSION IS TO PROVIDE GRANTS TO IMPROVE, RESTORE, AND EXPAND LOCAL PARKS AND RECREATION PROGRAMS IN MUNICIPALITIES WITHIN ST. LOUIS COUNTY.

The Commission reserves the right to modify its procedures, standards and policies from time to time without prior notice and without the consent of applicants or others. While it is not the intent of the Commission to inconvenience or disadvantage applicants, the Commission believes it must retain the ability to adjust to changing legal, factual and experiential circumstances in discharging its statutory responsibilities and fulfilling the goals of the grant program.

In addition, for the same reasons, the Commission reserves the right to reject any and all applications and to award grants as the Commission may determine to be appropriate from time to time. The points set forth in this application are not totally determinative as to whether a grant is awarded. And, the Commission reserves the right to consider other factors in awarding grants.

The Commission reserves the right to reject projects that do not demonstrate a reasonable cost/benefit to St. Louis County citizens.

OMISSIONS WILL CAUSE REJECTION

- **Submit “Application” and “Application Spreadsheets”**
- **Resolutions must be passed within the 6 months period prior to the application deadline.**
- **The Completed Checklist must be submitted (Last Page of Application). This is a key document and when properly followed should help insure that the application is complete!**
- **Attend a Pre-Application Workshop to score additional points.**
- **Changes or material additions to your submitted application are not allowed after the due date.**
- **Securing bids is highly recommended to ensure valid estimates. Bids are required to be dated within 180 days of the application**

Introduction

In 2000, voters approved a new sales tax of 1/10 of one percent to fund parks and trails. The region's continued commitment to improving parks, trails, and recreational spaces around St. Louis led voters to approve a second tax, the Arch/Parks tax, in April of 2013. This 3/16th of one cent sales tax is used to fund parks and recreation projects around the region along with improvements to the Arch grounds.

A portion of the tax is set aside for municipalities in St. Louis County through the Municipal Park Grant Commission. The Mayors in each of the seven County Council Districts appoint seven Commissioners to annually distribute the funds. The Park Commission's goal is to keep the promise made to taxpayers: To put your money to work where it counts – in the hearts of your communities. Each year, the funds are allocated to cities quickly. Administrative and other costs are less than \$100,000 annually which is normally covered by interest earned on savings while the commission waits for cities to complete their projects. Since 2000, over \$55 million has been awarded to cities with 310 park improvement projects being undertaken as a result. The funding for the Municipal Park Grant Program doubled with Round 15 to including funding over \$8 million for Round 16 projects. Depending on sales tax receipts, the commission hopes to award \$7.3 million for Round 18.

The commission appreciates the cooperation shown by all cities to put this money to work in our parks to benefit our taxpayers!

For more information about the Park Commission and the park improvements, expenditures and other information, please visit our website: www.muniparkgrants.org

Key Elements

1. You may submit the application at least one week early and request a *preliminary* review.
2. Attendance by a municipal official at a pre-application workshop is worth 2 points. Attendance by a consultant is worth 1 point (2/17)
3. Estimates must reflect bids, quotes, or vender sheets dated within 180 days and **MUST BE** submitted with application. (12/13). The work papers or bids used to complete the cost estimate sheet must be included.
4. In-kind funding is an estimate of hours and labor rates as well as equipment charges.
5. If you have a dedicated funding source for park maintenance it must be described in the application. If you do not have a dedicated source, then provide a copy of the park maintenance budget. (3/09)
6. Items installed using Municipal Park Grants on school property must be listed on inventory list. (12/09)
7. A land appraisal completed within 9 months prior to application deadline is required if purchasing land. (12/09) A signed purchase agreement must be submitted with the application. It may be contingent on Grant approval (12/12).
8. Reimbursement for professional fees shown near the bottom of the cost estimate sheet is limited to 9% of the project costs (not the grant amount) for bidding and 6% for supervision. (12/13, 05/14)
9. Part 2 of the application is a Cost Estimate (Excel spreadsheet). This is the next logical page to complete. Cost estimates are most accurate if you seek bids, including those that may be informal. It is very important to research the costs. If your estimates are inadequate, later you will either have to pay the difference or may have to forfeit the grant. You may not be able to fund all items you request so list the most important items first. Be quite specific when listing items. We need sizes and quantities along with their prices so we can check them when the project is complete.

Using the Electronic Application

Completing the Application

1. Part I of the application is formatted in WORD any WORD program 2003 or newer is compatible.
2. Part II of Application is in Excel and contains 2 sheets- **See 2 tabs on bottom left of page**
3. Download all documents: Application Part 1, Application Part 2, Certification Page, and Directions Packet.
4. Save a copy of documents in an electronic folder “*Municipal Name Round #.*”
5. Complete application documents, include SIGNED Certification Page, Add COLOR pictures with dates showing the maintenance of past projects for the last 10 years (2/17). Information can be found in the annual report on the Commission website.

Required Documents

- ✓ Recent Pictures of previously funded projects for the last 10 years. **Applications are incomplete without clear, labeled, COLOR pictures, ideally with a date imprinted on the pictures.**
- ✓ Project Description with detailed drawing of the park.
- ✓ Park Master Plan, Meeting Minutes and other documentation of public input showing support for the project. Highlight proof of public input so it can be easily identified.
- ✓ Inventory Spreadsheet. (An Inventory for **each** city if applying in partnership.)
- ✓ Detailed Cost Estimates prepared within 180 days of the application deadline with an outlined scope of work.
- ✓ Project/Program Timeline without page breaks.
- ✓ Certification Page signed by Mayor *or* Chief Administrative Officer **and** City Clerk.
- ✓ City Resolution of Support from Governing Body passed within the 6 month period prior to the grant application deadline.
- ✓ Detailed plan for future care (both budget line item and staff assignments).
- ✓ Each attachment must be labeled to show the items in the application which they relate to.
- ✓ If buying, leasing or sharing land owned by another party, a written agreement or purchase agreement signed by the owner must be included. **Please contact the commission staff if anticipating a land purchase.**
- ✓ If your project is dependent on buying, leasing or sharing land owned by another party (e.g. a school district), you must submit a written agreement or purchase agreement signed by the owner proving that the city may use the land, the length of time for use, any limits on its use, and responsibilities for maintenance.
- ✓ If this is a joint application with another city, 5% cash or in-kind support must be pledged and each city must include a letter committing to sign an intergovernmental agreement to support the betterment of the project. **Attach the letter if this is a joint project.**

Commission Policies and Application Guidelines

I. Source of Funding

Municipal Park Grant applications are available to municipalities within St. Louis County to acquire, develop or substantially renovate recreation facilities and to introduce or provide recreational programs. The program is administered by the Municipal Park Grant Commission. **The amount budgeted for this round is \$7.3 million but is subject to adjustment based on revenues.**

II. Application Information

A. Deadline:

The application deadline is **Friday, August 25, 2017 at 4:00 p.m.** You may find it helpful to discuss the application with staff of the Commission prior to submission. **Applications can be preliminarily reviewed up to one week before**

deadline. Applicants may also benefit from informal advice offered by the members of the Advisory Committee. They are familiar with methods to rebuild or expand facilities, the latest materials used in parks, some suppliers of facilities and application techniques. Please give yourself enough time so that the deadline does not become a burden for you. Use the check list to guide you.

Pass your city council resolution no more than 6 months prior to submission. See final page of this packet for a sample.

B. Required Format:

Please complete the electronic copy of the application packet for official submittal. Download the application from the Commission’s website (www.muniparkgrants.org), Part 1, Part 2, Certification Page, and the Directions packet. The downloaded version (Microsoft Word) will allow you to expand each answer as you type the information.

If you have submitted a master plan or other lengthy document in the past, do not submit another copy unless we request it. However, to help accurately verify your information **attach relevant pages of the plan** and indicate where the information can be found in the plan. Please make it easy for reviewers to determine if the project was in your city’s master plan or other plan.

C. Caps on Grant Request (5/14).

Population based on most current census data	Maximum request Based on budget of \$7.3 million
Over 27,000	\$525,000
16,000 - 27,000	\$475,000
9,000 - 16,000	\$420,000
5,000 - 9,000	\$370,000
2,000 - 5,000	\$315,000
under 2,000	\$265,000

If there are extenuating circumstances for the Commission to consider granting higher amounts they must be explained in the application. (2/10, 05/14) Partnering municipalities’ joint populations will determine the project cap. (12/10, 05/14)

D. Final Payments - Municipality Pays Contractor and is Reimbursed

You must enter into an agreement with the Commission before beginning any work on your grant project. The agreement scope will list the only items from your application that the Commission will fund. **THESE ITEMS CANNOT CHANGE AFTER A GRANT IS SUBMITTED WITHOUT PRIOR APPROVAL OF THE COMMISSION, AND POSSIBLE RE-BIDDING.** After completion of the project Grantees are expected to pay the project invoices, and then seek reimbursement. In hardship circumstances rare exceptions may be made to make two reimbursements in one round for a municipality. **This should be requested in writing when the grant is submitted.** Inspections of all work will be made by the Commission prior to any grant payment. Sometimes projects can be improved as they are undertaken (for example, a more efficient layout of light poles may be proposed which reduces the number of poles and saves money, pathways may be combined, or original parking lots modified). If this is in the public interest, the commission will attempt to approve modifications. In such cases, it is imperative that the city secure the best responsible cost changes possible and presents them to the commission before proceeding. If prior approval is not received, the final reimbursement may be jeopardized. If a significant change is proposed, the city must show that the revised costs are responsible. This may require new bids or other best practices.

III. Evaluation

The grant application will be evaluated by the Municipal Park Grant Advisory Committee, which will make recommendations for funding to the Municipal Park Grant Commission in accordance with Commission guidelines and state law. **It is much easier to evaluate the applications if the application is labeled clearly and summary responses are given in the space provided. Supporting documentation with the application must reference the section in the application to which it applies. A detailed drawing of the site plan with the proposed improvements noted is required. Dimensions and other features must be clearly portrayed.**

IV. Staff Services

The Commission contracts with the Municipal League of Metro St. Louis regarding administration of grants. Applications can be preliminarily reviewed by staff for completeness based on the checklist (**not accuracy**) up to one week before deadline. Inaccuracies found after submittal are likely to result in rejection of the grant request. An applicant may seek information by contacting the League Office:

**Municipal League of Metro St. Louis
1034 S. Brentwood Blvd., Suite 410
Richmond Heights, MO. 63117
Phone: (314) 726-4747
Fax: (314) 726-1520
E-mail Address: staff@stlmuni.org
www.muniparkgrants.org**

V. Commission Policies and Eligible Projects

Municipal Park Grant Commission Summary of Grant Application Policies

The Commission has established policies to assist in the evaluation of municipal grant applications. The consideration of grant applications and the determination of whether to award a specific grant are not limited solely to the policies set forth herein. Because situations change or new ones arise, the Commission must make other decisions and determine the application of other factors which are not yet the subject of policy or may be a justified exception to a policy.

The Commission hereby reserves the right to change these policies without further notice and establish other policies from time to time. In its sole discretion, the Commission also reserves the right to override and/or deviate from these guidelines to address compelling circumstances or extraordinary opportunities as circumstances may warrant.

These policies are designed to comply with the law, keep faith with taxpayers who provide additional funding for recreational facilities and activities, and add tangible benefits for children and adults living and playing in our communities.

There are a number of other policies listed in the application packets and provided verbally at the pre-application meetings that also provide guidance to applicants. Those listed below are designed to help the user understand the approach taken by the Commission when evaluating applications for grant funds.

Application of Factors Set Forth in Section 67.1757 RSMo

Section 67.1757 RSMo, which establishes the Municipal Park Grant Commission of St. Louis County, provides that the Commission shall consider certain criteria, including the following, when awarding grant funds:

1. The population of municipalities within the county;
2. The level of intergovernmental cooperation on grant requests;
3. The amount of grant funds provided to specific municipalities in prior years; and
4. The park and recreation needs in the municipality requesting the grant.

It is the Commission's belief and policy that these statutory factors are the minimum criteria that should be considered in evaluating grant applications.

In considering the factors enumerated in Section 67.1757 RSMo with regard to specific grant requests, the Commission has developed the following policies:

More items eligible for funding since 2005. With regard to needed types of facilities in each municipality, the Commission will consider grants to fund the minimum number and types of structures or facilities necessary to meet usual and customary standards of cities of similar size. In awarding grants, the Commission may approve an award for the minimum type of facility and some upgraded features, particularly in the area of health and safety; items that may be necessary to preserve other work such as a field sprinkler system, and items that may reduce future costs, such as using concrete in place of asphalt, or sod in place of grass seed, etc. Some of these items may only receive partial funding. **Aesthetics (fancy signs, extensive landscaping, elaborate masonry work, decorative fencing, ornamental lighting, etc.) may be funded at 50% (only 50% of costs should be listed on Cost Estimate Spreadsheet).** The rule requiring a 5% match pledge from the city to secure an additional point does not apply to these aesthetic items when the city is already providing 50% of the cost. A 50% pledge (not 55%) by the applicant for aesthetic items will meet the requirement to score 1 point for the city match if all other items also have a 5% match in the aggregate. The grantee may use other funding to upgrade the facility beyond that funded by the Commission. The Advisory Committee will be asked to review each application for appropriate items.

Net New Benefit

New Tax Should Add to Municipal Efforts, Not Replace Them

The purpose of the Municipal Park Grants Commission is to fund either new programs and projects or enhancements to existing programs and projects that would not otherwise be undertaken, if it were not for the availability of the Parks Grant Funds. The Park Commission believes that voters approved the tax to add to, not substitute for, funds allocated for parks. In principal, the Commission seeks to target those parks and recreation programs and projects that do not otherwise have a dedicated source of funding and are not in the municipality's current or multi-year budget. The spirit of this policy is to see to completion some program or project that the municipality:

- Has not already committed to fund, and
- Is unlikely to fund in the next **two** years from readily available sources of revenues.

In determining an award the Commission will consider, among other factors, the following conditions:

1. *Add to, not reduce recreation effort:* Grant Funds are intended to enhance the local funding of parks and recreation and not otherwise displace or reduce a municipality's overall funding effort for parks and recreation, i.e., receipt of a grant should not result in a reduction or displacement of parks and recreation funding to the benefit of some other municipal service.
2. *Add to, not replace previous commitment:* Grant Funds are not to be used to pay for items that are already paid for or are intended or pledged to be paid for from municipal revenues or other sources.
3. *Add to, not replace dedicated funding:* Grant Funds shall not be used to replace funding for an already approved program or project which has a dedicated source of revenue, e.g., bond issue funding, grant or some other form of sales tax or other fee or tax, or some other source of dedicated funding. However, Grant Funds may be used to enhance or expand an already approved program or project.
4. *Add to, not replace match for grants **already** submitted to others:* Grant Funds shall not be used to assist in whole or part a municipality in meeting their "local match" requirement for a grant that has already been submitted to another entity. However, a municipality may seek to use Grant Funds to:
 - Match a grant that has **not** been submitted at the time of the application to the Commission, (as long as other conditions including but not limited to 1-3 above are met), and

- Supplement any reduction in funding from a grant or some other form of revenue. For example, if a municipality has pledged \$100,000 and is seeking a state grant for an additional \$200,000 in order to fund a \$300,000 project, but the municipality only receives \$150,000 from the state grant, the Commission funds may be sought to supplement the reduced state grant funding. However, the municipality may not use Grant Funds to displace any of the \$100,000 originally pledged as local match.

Multiple Applications in same Round

1. Programs and Projects:

Requests for funding of both programs and projects should be listed in completely separate applications.

2. Multiple Projects:

A request for funding for multiple projects that are very similar (for example, replacing 2 playgrounds in 2 parks) may be submitted using one application. A separate cost sheet should be used for each project. For example, if you are submitting an application to improve two parks by removing substandard equipment and replacing it, simply use one application with two cost sheets, one for each park. If the multiple projects are very different, for example, one is for a bike trail connecting two parks and another is for a park restroom, you must submit two different applications. If unsure, clarify with us prior to completing application.

There is no pre-established limit on the number of grants per city, but it is rare to fund 2 grants in any one round. The Commission will adhere to state law requirements and its policies as it evaluates applications and may limit awards accordingly. Applications are scored based on the criteria listed in the application and other factors. The range of points available is noted next to each item in the application. Each grant request shall be for one specific project or program. If you submit 2 applications, the one with the highest score will normally be chosen over one with a lower score.

Whenever multiple cost sheets or multiple applications are submitted, you must indicate the priority of each in the application in the event that only one is funded. The application with the higher score may yield less funding than your application with a lower score, depending on the amounts requested in each. No more than the population cap maximum will be awarded to any one municipality during any grant round (2/17)

3. Acquisition Projects

Prove that the property can be purchased

If you receive a Municipal Park Grant for land acquisition, the land/park must be dedicated to public recreational use. The Municipal Park Grant Commission must approve any change in usage to assure that the land is still being used for public recreational purposes to the extent reasonably possible. **The Commission requires a land appraisal to be completed no more than 9 months prior to the application deadline if purchasing land. The city must provide proof of current ownership of the land and a signed contract to purchase the land.** (The municipal contract with the seller may be contingent upon receipt of the grant, as long as it has been signed.) **Do not purchase the land prior to signing an agreement with the Commission if you intend to apply commission funds to the purchase price.**

4. Development Projects

Long Term Maintenance Required

If your project involves development, a major operational cost, or major renovation/restoration of facilities, keep in mind that these **facilities must be open to the general public**, properly maintained and operational through the life of the facility. Thus, it is important that you consider how you will handle necessary maintenance and operational costs throughout this period and include financial commitments to do so in the application. **Note: Maintenance and minor operational costs are not eligible for reimbursement.**

Spending Funds On Private Land Requires Legal Opinion

In rare occasions a facility, such as a trail, may be planned to be built on private land, e.g. church property. In such cases, the Commission requires a legal opinion from the City arguing that the use of Commission funds should be permissible under state law. **In addition, cities must explain how future access to the land will be guaranteed. The Commission urges cities to secure an easement for at least 10 years, but a lease may be acceptable in some cases. Please contact us for more information.** (3/04)

Use of Funds Outside City Limits

In rare cases, a city may find it beneficial to seek improvements near, but outside, the city. In such cases, the Commission will consider: 1) state laws; 2) use by municipal residents; and 3) ownership and other potential factors. (3/04) Please provide documentation to support this request.

5. *Programs*

Open to Public

All programs must be open to the general public and shall not discriminate against race, color, religion, sex, age, disability, national origin or ability to pay.

VI. **ADA Accessibility**

All projects and programs shall be made accessible to and usable by persons with disabilities. They must be constructed in conformance with the Department of Justice's 2010 ADA Standards and 2009 Draft Final Accessibility Guidelines for Outdoor Developed Areas, and the final report of the Regulatory Negotiation Committee on Accessibility Guidelines for Outdoor Developed Area written by the Access Board, an independent federal agency established by section 502 of the Rehabilitation Act (29 U.S.C. 792). Helpful information is available at www.access-board.gov.

VII. **Grant Approval and Agreement**

Execute Agreement Before Starting Project and Follow State Law Governing Bids, Wages, Etc.

It is important to understand that if your project is approved for a grant, you must **not** begin acquisition or development underwritten by the grant until you have executed and returned a Project Agreement as provided by the Municipal Park Grant Commission. Costs incurred before the agreement is signed and returned to the Grants Administrator are **not** eligible.

All state laws governing municipal projects must be followed, along with your ordinances, as if you were using your own municipal funds. This includes, but is not limited to, advertising for bids, securing bonds and insurance, prevailing wages, and lien waivers.

VIII. **Grant Completion**

Goal is to Use Funds within One Year (18 months if Property Acquisition or Complimentary Grants Cause Delays)

The Commission will establish timelines for completion of an approved project; those deadlines shall be set forth in the Project Agreement. Each recipient shall adhere to the timelines as set forth; project extensions will be granted only under extreme circumstances beyond the control of the project sponsor. Grants will not be awarded if applicant has not closed out past grants that are two years old or more unless extraordinary circumstances can be explained. (2/17)

Generally, the timelines for types of project may be:

- Land acquisition – purchase within nine months following grant approval.
- Development/renovation projects - initiated within six months (weather permitting) of the grant approval date and completed within one year. 18 months if other grants involved.
- Programs - implemented within one year of grant approval and in place for the period approved by the Commission.

IX. ELIGIBLE AND INELIGIBLE COSTS

Beginning with Round 6, the commission expanded funding to include more items, particularly health and safety items such as rubberized playground safety surfacing. Some other non-essential items or enhancements, such as sprinkler systems, art work, or items with historical designs may receive funding, likely at a reduced rate of 50%. The Commission may provide some or all of the funding for higher cost items if future maintenance costs would be reduced. The Commission reserves the right to fund or not fund items as it considers all requests.

A. Eligible Costs

Construction and Recreation Programs Eligible – Not Planning.

The Commission requires that funds be used for land acquisition, construction projects, including major renovations, limited professional services related to the project, or for programs. Master Plans or other uses that do not result in a new or improved facility or offer a new program are normally not eligible. Architectural, engineering, site plans and other activities **already** undertaken by a municipality will not be eligible expenses. See the policy on Net New Benefit in Section V for more details.

Most New Major Facilities and Programs are Eligible. The Commission will not fund contingency amounts requested. However, a municipality that provides sound estimates with its application may slightly inflate the estimates due to the delay between the application and award and the construction of the improvements, but only the actual costs will be reimbursed.

Professional Fees. 15% of the total project cost, NOT the grant amount, (4/7, 12/09, 12/13, 05/14) may be used to pay for A and B below. Such costs are to be clearly described in the application and appear on the “Cost Estimate” sheet to assist in the decision making process. Only those costs listed in the application, approved by the Commission in making the award and incurred after the grant is awarded are eligible for reimbursement and only when directly related to the project being funded.

A. Securing and evaluating bids – Up to 9% of the total project costs may be sought for this purpose. Services needed to secure bids including planning, preparation of drawings, construction & bid documents, MSD and soil testing. Costs to prepare simple bid documents and basic oversight are not eligible. Costs associated with preparing a grant application are not eligible or reimbursable. (4/07, 12/13, 05/14) Planning grants are separately awarded for this purpose.

B. Post-bid award construction management – Up to 6% of the total project costs may be sought for this purpose. Architectural and engineering services to ensure the integrity of a project and provide project management, including oversight and implementation, when those tasks are not done with city personnel. Costs for simple project oversight will not be approved. (4/07, 12/13, 05/14) Make sure the consultant is appropriate for the project. For example, if the project impacts a creek or other wetland, a professional familiar with the Corps of Engineers standards should be involved.

The qualifications of the professionals intended to be paid with grant funds shall accompany the application. Costs must be incurred within the project period. The project period begins on the date of the Project Agreement and continues for the period as specified in the Agreement. Project costs must be listed in the approved grant and relate directly to the project as described in the Project Agreement. The project agreement will contain a total award to cover the costs approved by the Commission along with a scope listing dimensions, types of materials, location of the facility or details associated with program grants. All elements listed in the scope must be completed. Please estimate the costs accurately. If possible, avoid minor elements, which cost less than \$500 paid to different contractors. Contact the Grants Administrator (Municipal League of Metro St. Louis) if you have questions regarding eligible costs. In order for costs to be eligible for reimbursement, they must meet the following conditions:

1. **Recreation Facility Costs:** Most new construction and rehabilitation costs, but not maintenance or repair costs, directly related to recreation facilities are eligible for reimbursement, as long as they are dedicated to public recreation usage. Examples of eligible facilities include, but are not limited to: picnic areas, sports and play fields/outdoor play courts, swimming, boating or fishing facilities, trails, winter sports facilities, fitness facilities, meeting/class rooms, parks and amphitheaters. Dedicated recreational capital equipment, such as an ice resurfacing machine, is eligible. Multi-purpose items, such as lawn tractors, are not.

2. **Support Facility Costs:** Are eligible for reimbursement and include, but are not limited to, construction and installation of site improvements including landscaping, construction and installation of utilities, service roads, parking, lighting, signs, restrooms, concession and maintenance buildings, buried or overhead wires, and HVAC. All must relate to parks and recreation use and not used significantly for other municipal uses, such as parking unrelated to park activities. Typical public works jobs are NOT eligible, such as simply extending a sidewalk outside a park, (unless it is a bike/ped facility).
3. **Supplies and Materials:** Are eligible for reimbursement for programs (not projects) and may be purchased for a specific project or drawn from a central stock. Donated materials are not reimbursable but may be used as part of the in-kind contributions. Overhead, administrative costs, office supplies, etc. used to implement a grant are not eligible costs.
4. **Information and Signage Costs:** Are eligible for reimbursement and may include permanent information signage and display boards principally associated with parks and recreation. Elaborate or costly signs are limited to 50%, unless extraordinary factors are submitted.
5. **Construction Costs:** Are eligible for reimbursement and include all necessary construction activities from site preparation (including demolition, excavation, grading, etc.) to the completion of a structure at your project site. Construction may be carried out through a contract with a private firm, or by use of your community's own personnel and facilities, within limits. City personnel costs must be paid by the City; the Commission will not reimburse for such costs. Unlicensed city personnel may not complete work normally done by licensed or skilled trades, work that may result in unsafe facilities, unsightly finished products or other deficiencies. The city must demonstrate that city personnel have the ability to complete tasks by submitting the experience of qualified persons involved. For example, staff from one city may be qualified to install a concrete pad for a picnic shelter; others may not be so qualified. If staff members are qualified, they may do the work but the commission grant will not be used to pay for such labor or equipment, only materials and other non-labor costs previously approved will be reimbursed.

In some cases, skilled supervision may be required when city personnel are completing the work. For example, a landscaper from a nursery where products are purchased may supervise a public works employee installing plantings. If unsure, the Commission urges the applicant to utilize contractors for all work. Shoddy work will not be approved for reimbursement. For example, walking paths must be level (from one side to the other). Concrete must be of consistent color and not cracked. Trees must be straight.
6. **New Program Costs:** Eligible for reimbursement and funding for period approved by Commission (See item X). Costs may include, but are not limited to, new staff, contracts with agencies, limited staff training, equipment and supplies. Only new programs are eligible for funding. Existing staff and programs or programs conducted in previous years will not be considered. The eligible costs noted above must be listed (in categories, not by item) in the approved grant to be reimbursable; the costs are not eligible if not listed in the approved grant. Reporting of time worked and general accomplishments of the goals will be required whenever the commission is funding a program. See example of a Cost Estimate Sheet for PROGRAMS on page 16.
7. **Professional Fees:** See the policy section subtitled "Specific Project Costs" for a description of the limited professional fees that could be approved by the Commission if listed in the application.
8. **Unusual or Non-Traditional Projects:** May be eligible but could be viewed as too risky to fund. Submit these at your own risk. Substantial justification and community support may be a key to approval. (3/04)
9. **Life Span:** Only items expected to last 10 years or longer are eligible, although 20% of the funds may be used for essential items that are part of the overall project but may have a useful life of less than 10 years. (4/07)

B. Ineligible Costs

Maintenance, city labor (with permission, city labor may be allowed as match, but it is not reimbursable through the grant), incidentals, planning, ceremonial or entertainment expenses, publicity costs, bonuses, interest expenses or incidental costs (generally less than \$500 for construction/rehabilitation or less than \$10 for program supplies). Applicants (or those contractors providing bids for applicants), may no longer seek reimbursement for "general conditions", "mobilization, or similar abstract costs since such costs cannot be easily documented or audited. Such costs may be included in the actual items to be constructed just like profit and overhead, etc. but should not be shown separately. Contingency costs have never been allowed.

The Commission's intent is to utilize the funds to create new programs or facilities or rehabilitate (not maintain or repair) existing facilities so that net new benefit is derived from the use of the grant funds. Cities are not to use grant funds to

divert funds that would otherwise be committed to parks and recreation efforts. The funds are not available to replace costs already assumed to be committed by a city for capital improvements, most operational costs and routine maintenance costs for existing recreation facilities or programs, to substitute for local match for other grants already submitted, for equipment to be used for the construction or maintenance of recreation areas, park and recreation employee salaries, other city employees' salaries or volunteer labor. The goal is to use the new funds to complete a new improvement or program, not substitute commission funds for other local, state, or federal funds. If you are unsure whether a proposed expense is eligible, please call the Grant Administrator.

When reviewing grants, there may not be sufficient funds to allocate to cities for all items in the application. The Commission may have to remove an entire category of items, such as landscaping, if it determines that there is a higher demand for other items. The Commission may also limit the number or scale of items in any one application (such as a request for many items in a pocket park) in order to address all grant requests. Please note the financial caps on grant requests on page 4.

X. Reimbursement Process:

A. Project Reimbursement:

A request for final reimbursement should be submitted after all items listed in the project scope of your project agreement are complete and documentation is available for review, including invoices and cancelled checks as proof of payment. In addition to the items funded by the grant, all other items listed in the scope and agreement that were to be installed by the city must be complete. An on-site inspection will be conducted to determine final approval of the reimbursement request. No partial payments will be allowed for project costs in most cases. Hardship cases should be noted prominently in the application. Upon examination of the municipality's budget and other factors, the commission may provide for the reimbursement to be done in two payments.

If a project is receiving significant funding from the municipality and the commission share is far less than 100%, the commission will consider reimbursing the municipality when the portion of the project to be paid by the commission is complete, along with some portions of the improvements funded by the municipality. All of the items to be funded completely by the municipality need not be complete for reimbursement of the other completed items to be finalized. For example, if a municipality is building a \$1 million dollar project and the commission is paying \$500,000, reimbursement may be made when \$600,000 in work has been paid by the municipality. The municipality must complete the balance of the project as outlined in the agreement with the Commission or face consequences such as repaying the Commission or foregoing future grants. This will allow the Commission to clear the project from its books in a timely manner. (1/16)

B. Program Reimbursement:

When a program (not a construction project) has been approved for funding, 25% (twenty-five percent) of the grant amount will be dispersed upon award and submission of a current detailed & approved budget to use for start-up expenses. Additional 25% allotments will be made near 1) the start date of the program, 2) near the halfway date of the program, and 3) near the conclusion of the program assuming that the program is safe and effective and expenses are proper and pre-approved. Regular reporting is necessary to demonstrate proper use of funds. Funds will not be provided if the goals and intentions of the program as described in the application and described in the agreement with the Commission fail to be met or if the use of funds is not appropriate and/or fails to meet audit standards.

C. Reimbursement Forms:

Reimbursement forms will be supplied by the commission and require such items as proof of a paid invoice for work that was listed in the scope of the agreement, canceled municipal checks and associated documentation.

D. Reduction in Scope is not typically allowed after Grant Proposal

If an approved element would be difficult or imprudent to undertake, it may be possible to reduce the grant award and eliminate an item. This is not routine and is discouraged. A reduction in the scope requires an amendment to the agreement and will lower the grant award. When considering a request for a modest change, the Commission will still require that the concept of the project not change and that the project remains fairly consistent with the character, scope and intent of the approved project. The Grants Administrator hired by the Commission may approve changes that do not

exceed 15% of the total grant amount and do not include expansion of the scope but may involve shifting of funds from one approved item to another as the project is implemented. (Added 3/04)

XI. Grant Application

(Numbers correspond to Question # in Application Document)

1. Project Description

Include a drawing of the proposed improvements and where they will be placed in the park. Describe the proposed project or program in as much detail as known and explain your community's need for this project/program. Please examine the "Cost Estimate" page in this packet before proceeding so that the items listed there agree with this.

Include projects that:

1. Are new and do not already have complete financial support or pledge of support. Grant funds must support something not likely to have funding now or in the near future from another source.
2. Have real community support.
3. Have accurate bids or estimates.
4. Can be done in one year from date of approval.
5. May have public partners, or private or city match.

2. City or Private Match (Governmental Partnership is Question 9) 0 – 1 point

Match Not Required, but 1 Point Awarded if 5% or More is Provided - Parts 1 and 3 Only

Matching funds are not required; however, a municipality may score one point in the evaluation of its grant application if it provides for a voluntary match equaling 5% or more for the items in "part 1 and part 3" on the Cost Estimate Sheet, funded by The Commission. No portion of "part 2" (funds required for a 50% match) can be counted towards the voluntary contribution of 5%, however, the city is also not required to contribute an additional 5% (to total 55%) to the items in part 2 to still receive the 1 point since the city is already paying 50%. The matching funds or in-kind contribution may come from the city, **private individuals, community groups, etc.** **Other governmental agencies should be listed under #9 as a PUBLIC PARTNER.** (Other government funds (except federal funds) will be considered for points under governmental partner contributions on the Cost Estimate Sheet. If contributions are listed on the Cost Estimate Sheet, the improvements must be installed prior to reimbursement.)

Please describe the match and include a letter of commitment from the donor with the submitted application. If utilizing in-kind labor as part of a match, include a listing of hours and labor rates, as well as equipment charges if applicable. This figure must be included on the Cost Estimate Spreadsheet. Your administrative time is not an eligible match item, nor is existing city land.

Matching funds will only be considered in accordance with the Commission's net new benefit policy. City labor but not existing city land may be used as **match** (not eligible for reimbursement) with proof of qualifications accepted by the Commission. If Private entities or community groups donate land, 1 point is possible.

3. Plans/Public Input 0 – 2 points

What documentation does the municipality have that demonstrates that this project/program is part of a city capital improvement or comprehensive plan, a parks and recreation master plan, professional survey or minutes of publicly held meetings? If documentation exists, please provide a copy of said plan or tell us when you last provided it to us. (Minor meetings or limited discussion or contacts with few users are not likely to generate points). Last, minute ideas with little proven community support will score 0. The **MORE** focused the study, the more points available. Please describe public support in the space provided below #3 in the application and provide documentation beyond the resolution.

4. Needs Are Based on Facilities Inventory 1 – 4 points

Existing Facilities per Capita Determine Need. A point system ranks all of the municipalities needs based on the facilities inventory you provide. Below serves as an example of how cities are ranked when evaluating applications. Cities may be

moved from one level to another as recreational assets change. Cities will be ranked when they apply for funds based on the latest inventory submitted with the application.

In applying the fourth statutory factor to its evaluation of grant requests, the Commission considers the population of the city and the inventory of available park and recreational facilities and programs in your city, including those owned or operated by the state and county, but not schools. Complete the “Recreation Facilities Inventory” included in the application for all facilities in your city owned by the city, St. Louis County, and the State of Missouri (but not school districts unless the commission paid for the facility (12/09)).

Population of a municipality is considered when evaluating the needs of a municipality. In evaluating need, the Commission will keep in mind whether the scale and scope of the proposed facility or program is commensurate with the population being served.

In considering available facilities, the Commission considers the size, type and usefulness of the particular facilities. The Commission requires that each municipality submit an inventory of available park and recreational facilities with its grant application. The facility inventory submitted by a municipality shall include all publicly-owned facilities, excluding schools unless the commission paid for the facility (12/09), not just those owned by the municipality. The inclusion of facilities owned by other governmental entities will present a reliable picture of the facilities available to citizens and, therefore, the needs of the citizens. Only items that are new to a community will be awarded 4 points. Items will not be considered new if they exist in parks in the city requesting grant funding. **Spray Pads** should be listed as playgrounds, not pools, unless enclosed in the pool area. (4/07)

Need for the Specific Facility or Program Described in the Application (1-4 points)

Beginning in 2010, the Commission ranked all cities based on the number of facilities per capita in each category, such as courts, playgrounds, etc. If a city ranked in the top 50% for that specific facility, the need equals 1 point. If a city ranked in the lower 50% for that specific facility, the need equals 2 points. The chart is updated annually based on the Facility Inventory submitted with each application. (12/10)

- 1- Low Need (upper 50%)
- 2- High Need (lower 50%)
- 3- Rehab or replacement
- 4- No facilities exist in city (unless considered a specialized facility) (2/17)

EXCEPTIONS TO RULE DESIGNED TO ENCOURAGE RESTROOMS:

RESTROOMS: THE FIRST RESTROOM PROPOSED FOR A PARK WILL SCORE 3 POINTS WHEN IT IS AT LEAST 50% OF THE GRANT AMOUNT. A SECOND OR ADDITIONAL RESTROOM TO A PARK WILL SCORE 2 POINTS WHEN IT IS AT LEAST 50% OF THE GRANT AMOUNT. IF THE GRANT IS SOLELY FOR A RESTROOM IN A PARK WITH NO RESTROOM, IT WILL BE SCORED AT 4 POINTS. (1/16)

IF AT LEAST 50% OF THE GRANT IS FOR SCULPTURE/ART, ZIP LINES, DOG PARKS, MEMORIALS, MONUMENTS, AMPHITHEATERS, GARDENS, LAKES, AND SIMILAR SPECIALIZED FACILITIES, THEY WILL RECEIVE THE SAME SCORE THAT THE CITY RECEIVED FOR OVERALL NEED SINCE NO INVENTORY OF SUCH FACILITIES WILL BE MAINTAINED FOR SCORING PURPOSES. (1/16)

TRAILS:

Walkways alongside roads may be considered trails when they meet some or all of the following conditions:

1. Wider than traditional sidewalks (recommend 8 feet unless applicant can provide extraordinary circumstances for width being less) (2/17)
2. Connect recreational features such as other trails or parks
3. Inherently different than traditional sidewalks in that they accommodate individual seeking exercise, not simply those seeking traditional sidewalk uses.
4. Provide information for concrete versus asphalt surface (2/17)
5. Viewed as trails by the Advisory Committee and Commission(See page 13, section 4). (1/16)

5. Accurate Inventories (Use spreadsheet included in application) 2 Points

Completed inventories must be signed, and dated. Failure to submit an Inventory List will result in disqualification of application. **Carefully follow the instructions listed below. Refer to inventories from previously submitted applications for your city and explain changes if any on the application. Failure to explain changes in inventory numbers from previous applications submitted to the Commission will result in the loss of one point. Contact the office if you'd like to verify previously submitted inventories (314) 726-4747.** If applying with partner city, attach updated inventory for each city. If a trail passes through a municipality but there is not access within the municipality, the trail should still be included on the inventory list. (1/16)

Inventory Instructions:

- **Park Acreage:** List each park in Column 1 and its acreage in Column 2. Any park land, whether open, closed, or under construction must be listed on the facilities inventory sheet. Small cities should include public green spaces if used as a gathering or seating area. (12/10)
- **Athletic Fields:** This is the total number of athletic fields in each park. Athletic fields are: softball, baseball, football, and soccer fields with specific improvements such as goalposts, backstops, bleachers, etc. Do not count fields more than once if used for more than 1 purpose on the same footprint of land (a soccer field running between 2 baseball fields, counts as 2 baseball fields).
- **Outdoor courts:** This is the total number of individual outdoor courts in each park. Tennis, racquetball, handball, multi-use, basketball, and volleyball courts are all qualified. *DO NOT* count shuffleboard or horseshoe pits.
- **Play/Spray grounds:** Each playground *area* is counted toward this total; not individual pieces of play equipment. Each playground that is separated by 100 yards or more should be counted separately. Spray grounds and skate parks are considered to be playgrounds and are subject to the 100 yard test.
- **Picnic Shelters/Restrooms:** Any permanent structure that is open for common use during park hours, including shelters capable of holding 2 or more picnic tables. Restroom facilities should not be counted separately if they are located within 100 yards of a shelter or other restroom facility.
- **Trails (in miles):** Trails are *PAVED* pathways constructed and maintained explicitly for exercise or recreational use, *NOT* sidewalks. If applying for funds for a trail or trail connection; identify connection points, width of trail, length of trail and exact location of trail in relationship to the overall project request.
- **Aquatic Facilities:** Count each outdoor complex as one facility and indoor complex as a separate facility. If the complex has more than one body of water (diving pool, kiddie pool, spray feature) count all these as 1 facility.
- **Recreation Centers:** Recreation Centers are defined as a community building that is multi-functional with at least 2 major indoor public spaces such as classroom, exercise room, gym, track, daycare, theatre etc. that are not already being counted for points (Ice rink, golf course, or Aquatics facility).
- **Golf Courses:** Any golfing facility with 9 or more holes qualifies.
- **Ice Rinks:** Indoor and outdoor ice rinks qualify; those that are part of a Recreation Center are still counted separately.
- **Sculpture/art, zip lines, dog parks, memorials, monuments amphitheaters, gardens, lakes and similar specialized facilities do not need to be included on the inventory sheets.** (1/16)

- ✓ Did you count all County Parks in your municipality?
- ✓ Did you count all State Parks and State Properties in your municipality?
- ✓ Did you count schools with previous commission-funded amenities?
- ✓ Did you explain any number changes from previous inventories submitted to Commission compared to current application?

6. Detailed Cost Estimate Based on Site Drawing in Item 1 Above 0 – 2 points

The “Cost Estimate” sheet included in the application is essential to a successful project. Please be sure that the correct box is used for each source of funding and that the numbers add up correctly. Complete a detailed cost estimate of the project/program describing the **number and dimensions of items** to be purchased, built or rehabilitated. If seeking 5% In-Kind match for 1 point, please include specific breakdown of hourly labor rate, number of hours, equipment charges, or other pertinent figures. Please list below the source(s) used to complete the “Cost Estimate” sheet. Attach vendor sheet, quotes, or bids to the “Cost Estimate” sheet dated no more than **180 days** prior to the application deadline. If property is

being acquired, list the current owner(s) and provide a signed agreement to purchase it (possibly contingent on the receipt of this grant). Check with city attorney if necessary before proceeding.

Most Problems are Associated with Poor Planning and Errors in Cost Estimates. Bids Are Best!!

Use any bids acquired to complete the cost sheet in the application. If your application is approved, some or the entire list of items submitted and approved will become the scope of work eventually inserted into the agreement the city enters into with the Commission. For this reason, it must be accurate at the time of submittal. Details are required. Do not submit for a general item like “landscaping” or “tables and benches” but rather list the number and type of each set of trees, or bushes, or tables or chairs. You cannot apply for certain items, receive approval, and then change the items, except within reasonable limits, such as when a particular item is no longer available but a similar one is now available. You will need to provide an estimated cost breakdown on all the facilities that you plan to construct/renovate as part of your project or program that you plan to offer. Compliance with the prevailing wage law is required for construction contracts. Estimates should reflect total costs for each major component. Include details about the size of the field or piece of equipment with a breakdown of costs. If you use a consultant (or even a contractor) to provide an estimate, discuss details with them to insure major elements are included. In the past, we have found major elements missing from the estimates and from the grant request, which cause significant problems once the oversight is discovered during construction.

Do not forget to figure in **materials, delivery, site preparation, utility relocation or installation, labor** (if to be done by contractors), **capital costs** and other necessary costs to successfully complete the work. These costs should be realistically derived from established or anticipated prices using acceptable accounting procedures. In addition to seeking information from vendors, you may benefit from contacting cities that have undertaken similar work.

You will be best served by securing bids. When estimating costs, contractors responding to your requests for bids may be a good source of expertise. Please remember that costs may not be actually incurred for a year or more, and you will need to consider some inflationary percentage in your estimate. If your estimates are lower than the final costs, the Commission will not provide additional funds but will expect the grantee to complete the project with **municipal or other funds** without reducing the scope of the project. Several cities have experienced this problem.

If you are purchasing land, a land appraisal must be completed within 9 months prior to the application deadline. (12/09)
A signed purchase agreement must be submitted with the application (12/12).

On the cost estimate page, separate the first group of items eligible for 100% funding from the second group of items eligible for 50% funding.

If you are seeking funding for a PROGRAM, instead of a construction project, use the example on the next page to fill out cost estimate in the application. **Please contact us before completing.**

PROGRAM COST ESTIMATE-ATTACH DOCUMENTS/BIDS THAT SUPPORT FIGURES BELOW

<u>List each component in priority order. Include the number and size or type of each item. Break down large projects into smaller elements. No contingency allowed.</u>	<u>A. Grant Request Including acquisition, capital, contracted labor, site work, etc.</u>	City or private Contributions		Public Partner Contributions		Total Cost (A+B+C+D+E=____)
		<u>B. Monetary</u>	<u>C. In-Kind</u>	<u>D. Monetary</u>	<u>E. In-Kind</u>	
Programs	See example in gray area below.					
After-school program supervisor - 9 months x 3hrs./day, 5 day wk. \$15/hr.	\$ 4,100	\$	\$	\$4,000 School Dist.	\$	\$ 8,100

Indoor Recreation Equipment: 4 each basketballs, 7 wiffleballs & bats, volleyballs	\$ 150	\$	\$	\$	\$	\$ 150
Arts & Crafts supplies (list here)	\$ 200	\$	\$	\$	\$	\$ 200
Assistant Supervisor - Same hours above @ \$12/hr.	\$ 3,240	\$	\$	\$3,240 School Dist.	\$	\$ 6,480
Total Program Costs	\$ 7,690	\$	\$	\$ 7,240	\$ ↗	

7. Commitment to Maintenance and Operations 0 – 2 points

1. Tell us how you will maintain the new facility. Include information on who will maintain the project, i.e., city staff, outside contract, estimated annual cost of maintenance, etc. (12/09)
2. If you have a dedicated funding source, please describe. Provide documentation of sales tax revenue and operational plan. If you do not have a dedicated source, then provide a copy of the park maintenance budget. If this project is on another property, submit agreement that describes BOTH maintenance and commitment to keep it open for public use for life of project. For example, a park built on school property should contain provisions for who is responsible for maintenance, hours/days it will be open to the public, parking policy (if applicable), etc. (3/09)
3. Revised Scoring:
 - 0 points – No plan
 - 1 point – Application includes either a paragraph with a detailed operational plan OR a funding source budget with a line item for funds dedicated to parks and recreation services *and* a budget plan showing line items demonstrating allocations for maintenance and operations, labeled and attached to the application.
 - 2 points – Application includes BOTH an operational plan and revenue and spending plan as described above. (12/10)

Previously funded projects must be maintained in order to be eligible for future grants. Cities that have received previous grants must submit recent pictures with the application, that show that the funded items have been maintained and remain open to the public. Any items that have not been maintained, have been removed, or are no longer in use by the public must be explicitly noted in the application. Past projects are subject to inspection to verify maintenance and use. (4/07)

Facilities funded must be maintained and open to the public for a period of at least 10 years, except for public health and safety concerns, or other compelling circumstances. All exceptions must be brought before and approved by the commission. If facilities are not maintained and open to the public for 10 years, then the governing body will be ineligible for future grants for the balance of the 10 year life span. The governing body can regain eligibility by refunding the full amount provided by the commission for the unused item or facility. (Clarified 8/11)

8. Project/Program Timeline 0 – 2 points

- 0 points-No timeline
- 1 point-Submit only a graph.
- 2 points-Submit a graph with text explaining major components listed.

Submit an expected project/program timeline. (If the project cannot be done within one year of award, explain here.) **Think this through! Many projects have been months behind schedule due to poor planning.** If you will try to

purchase specialized equipment, signs or building material, check on availability before you fill this out. If your plan is conceptual and still needs approval of the Parks Commission and City Council, allow more than a few months for the total project time line.

One Year to Complete! Grant awards are made in the winter with the intent of completing the construction by late fall. It is intended that you finish your grant project within one year of an award or **within 18 months if grants from another source or land purchases are involved and cause a longer time line**. Planning now will help you meet this deadline. Grants will not be awarded if applicant has not closed out past grants that are two years old or more unless extraordinary circumstances can be explained. (2/17)

If the one-year period ends in the winter and weather interferes with completion, a 90-day extension is likely. Extensions longer than 90 days must be based on substantial problems beyond the city's control. The Commission will take action, including, but not limited to, suspension from eligibility for future grants for unreasonable performance. (3/04)

Phases Allowed if Each Phase Provides Recreational Opportunities – No Pledge for Future Phases

Grants are for one year even though a major city project may include several phases over several years (for example, a bike trail). One phase is eligible for funding as long the phase in this application can be used as a stand-alone facility and is not contingent on future funding. There is no assurance that future phases will be funded in the next round or a future year. The Commission is not able to commit funds that are not under the Commission's present control. Please plan wisely!

9. Governmental Partnerships (For Matching Funds from Non-governmental Sources see Question 2) 0 – 6 points

Governmental Partnerships are Encouraged - List Items to Be Underwritten By Partners On the “Cost Estimate” Sheet.

In considering the level of intergovernmental cooperation when evaluating specific grant requests, the Commission will award extra points to those who have **public sector** partners each providing actual dollars or valuable in-kind contributions, such as labor or land. Public partners might be school districts, St. Louis County parks, MSD, State of Missouri, another park district, or other cities, etc.

A letter of intent from each partner (e.g. school superintendent) listing the value of the item committed must accompany the application although the final action by all parties is not required unless a grant is awarded. In the case of a city partnership, a passed Resolution must be submitted for each city. General funds such as Federal Community Development funds or general intergovernmental funds, e.g. Gasoline or cigarette taxes are not to be included as partnerships.

If a form of in-kind assistance is to be provided over time, it must continue for 5 years (for example, the use of a field or building improved with Commission funds). It is up to the applicant and its partners to provide evidence of the value of any in-kind contribution and the Commission will award points accordingly.

If contributions are listed on the Cost Estimate Sheet, the improvements must be installed prior to reimbursement. The partner cannot back out unless the city agrees to fulfill the partner's commitment, but this could lower your score and result in loss of the grant. If the city is seeking funds to construct facilities on property owned by another entity, such as a public school or St. Louis County park, include a document that stipulates the use agreement guaranteeing access to the general public, maintenance responsibilities, etc.

Assistance from governmental partners will help add points for a particular application. The partner’s contribution may come from any public or private source (6/13). The governmental partner(s) provided funds or in-kind contributions will generate points as follows:

0 points	1-5.99% of the overall project cost
1 point	6-10.99% of the overall project cost
2 points	11-20.99% of the overall project cost
3 points	21-30.99% of the overall project cost
4 points	31-40.99% of the overall project cost
5 points	41-50.99% of the overall project cost
6 points	51% or more of the overall project cost

To be considered a Governmental Partner, the following also applies:

- Partners must provide at least 5% cash or in-kind contribution each.
- An updated Inventory must be submitted for each partner city. An average of each partner will be used to determine overall and project need points.
- Submit a resolution or ordinance approved within six months prior to grant application due date listing the amount committed and stating they will sign an intergovernmental agreement to promote the betterment of the park or facility, if the grant is awarded.
- Submit an updated inventory for each city.
- To reward cities who jointly sponsor a project, only 50% of the funding (on a per capita basis) will be counted against each city when considering future grants.
- Only 1 of the participating cities must attend a pre-application meeting in order to score in this category. (4/07)

10. Amount of Grant Funds Provided to Specific Municipalities in Prior Years 0-10

Past Per Capita Awards are Considered

Any municipality not previously receiving funding from the Commission will automatically be awarded 10 points. Those municipalities which have received funds in prior years, the Commission will award one to nine points, (3/16) subject to change as the grant rounds are evaluated, to each municipality based on the amount of per capita funds awarded or received to date by a particular municipality. Those municipalities with the lowest per capita funding to date will be awarded more points in future rounds.

11. Benefits to the Disabled 0 – 1 point

- 0 points – Complies with minimum ADA requirements; no special barrier is addressed.
- 1 point – Goes beyond the minimum requirements, is a unique facility designed to largely serve the disabled, and helps reduce a high burden cost.
See <http://www.access-board.gov/ada/> for directions on improvements that meet ADA goals.

**UPDATED SAMPLE RESOLUTION TO BE INCLUDED WITH APPLICATION
NEXT PAGE**

**MUST BE ADOPTED BY THE CITY COUNCIL/ALDERMEN/TRUSTEES, NOT PARK BOARD,
WITHIN 6 MONTHS PRIOR TO THE APPLICATION DEADLINE.**

WHEREAS, the _____ (Governing Body) deems it necessary to improve a public park or facility, more specifically known as _____, to serve its citizens as well as those in the metropolitan area.

NOW, THEREFORE, BE IT RESOLVED BY THE (Governing Body)
_____ OF THE _____ OF _____, as follows:

1. An application be made to the Municipal Park Grant Program in the County of St. Louis for a grant-in-aid for some or all the costs of the project, reimbursable by the Commission upon completion by the city.
2. That a project proposal be prepared and submitted to the Municipal Park Grant Commission.
3. The governing body hereby authorizes _____ to sign and execute the necessary documents for forwarding the project proposal application and later execute an agreement for a grant-in-aid from the Municipal Park Grant Commission.
4. If a grant is awarded, the (city, town, village) of _____ will enter into an agreement or contract with the Commission regarding said grant.

PASSED AND RESOLVED THIS _____ DAY OF _____, 20__.

City Clerk

Date