

# **SHELBY COUNTY COMMISSION**



## **DEPARTMENT OF DEVELOPMENT SERVICES**

### **PARK AND RECREATION GRANT PROGRAM FY 2021**

*Deadline for Applications is 12 noon on Friday, January 15, 2021.*

# **SHELBY COUNTY PARK AND RECREATION GRANT PROGRAM**

## **STATEMENT OF NEED/CONCERN**

As the population in Shelby County continues to grow, the demand for parks and recreation facilities within the County continues to grow as well. In the incorporated communities, the amount and perception of open space is that there is less and less. In the unincorporated areas, the need for recreational facilities often goes unmet. In recognition of this need, the Department of Development Services of the Shelby County Commission has developed this grant program to spur the provision of adequate open space, parks, and recreational facilities within the County.

## **PURPOSE**

The purpose of the Park and Recreation Grant Program is to provide a means of assisting various entities within Shelby County in developing and/or improving parks and recreational opportunities in the county, especially in supporting the vision and goals of the Shelby County Comprehensive Plan.

This program must provide an efficient and equitable means of providing funds and services to a countywide constituency, while being mindful of limited public funding resources and public sector legal restrictions. The program is designed to provide coordination between public funds obtained from: the Shelby County Commission; municipalities within the County; the Shelby County Board of Education; the Shelby County Parks and Recreation Authority; and private sector funds obtained from various private associations and organizations throughout the County. The Shelby County Department of Development Services will assist the County Manager and the County Commission in determining the amount of county grant funds to be made available for the Park and Recreation Grant Program. Close attention will be given to geographical distribution of projects throughout the County. Priority will also be given to proposals from municipalities or others that are making application to ADECA Grant Programs, or any other federal or state programs that leverage other governmental/public funds.

## **PROGRAM GUIDELINES**

Funding through the Shelby County Park and Recreation Grant Program is designed to parallel and compliment the facility development activities of Shelby County. This general category of funding for parks and recreation facilities is designed to increase the user capacity of existing facilities, acquire property to increase the physical size of existing facilities, and/or to provide for the capital development of facilities in public areas un-served by present facilities.

In order to provide the broadest range of recreational services to Shelby County residents, the funding priorities for this Grant Program are as follows:

- (1) New construction of parks, trails, and other recreational facilities; and,
- (2) Increasing user capacity through expansion of existing facilities; and,
- (3) Renovation or replacement of existing recreational fields, equipment and/or facilities; and,
- (4) Combination of new construction and renovation of existing facilities.

These priorities will be used in determining eligibility and level of project funding.

### Eligible Projects

Projects must be located on property that is contractually obligated for public use and/or benefit. Operations and/or operating supplies are not eligible for Shelby County Park and Recreation Grants. The following types of facility development projects are eligible for a Shelby County Park and Recreation Grant:

- Trails
- Athletic field projects/complexes
- Passive recreational parks/facilities
- Other recreational facilities that support the vision and goals of the Shelby County Comprehensive Plan.

### Project Examples

New Recreational Construction	Renovation / Replacement
New athletic fields, soccer, baseball, etc.	Replace dugouts, scoreboards, bleachers, press boxes, etc.
Trails for walking, hiking, running or biking	Replace playground equipment such as swings or existing units or surface materials and related items
New athletic buildings or structures, press boxes, restrooms, new bleachers that increases capacity	Field Maintenance such as top-dressing or re-grading of fields, aeration, replacing existing irrigation
New light fixtures or replacement of existing fixtures that increase lighting functionality (foot candles/safety enhancements)	
New playground equipment or replacement equipment that increases the capacity	

## Who Can Apply

Any organization from the following list may apply for a Shelby County Park and Recreation Grant:

- Municipalities within Shelby County
- All public school systems
- Public Agency property owners
- Shelby County-area non-profit athletic or recreational associations

Applicants must be a Shelby County registered vendor or able to meet vendor requirements.

## Funding Requirements

In order for the available grant funds in this program to be utilized to their greatest extent possible, a matching requirement is necessary for all grant awards. All projects will be considered on a 50 percent matching basis, up to the appropriate maximum funding amount. The sponsor shall demonstrate that the project is financially feasible and that the sponsor has the resources and capabilities to facilitate the project to completion, especially if the amount to complete the project exceeds the matching requirement.

***The maximum amount that can be applied for is \$100,000 for new recreational construction projects. For those capital recreational projects that are renovation and/or replacement, the maximum funding amount is \$50,000.***

***Proof of matching funds is required at the time of application.*** Applicant must identify matching fund sources and amounts at the time of application with one or more of the following: current organization financial balance sheets, IRS form 990, a letter of credit from a financial institution or any other documentation deemed appropriate by Shelby County. In-kind services used for match must be accurately documented as to dollar amount of value.

## Eligibility Options –

**A. New Construction** – For new recreational construction projects, eligible applicants can be funded at 50 percent of the total eligible project cost up to a maximum of \$100,000.

EXAMPLE: A City or local non-profit recreational organization requests assistance to develop an athletic field on property owned by the Shelby County Board of Education. The Board of Education approves the project and agrees to take possession of the facilities upon construction or leases the field to the entity for public operation and use. Total project cost = \$80,000. Shelby County may fund up to a maximum of \$40,000 for the project, provided the project meets all criteria within the application process.

EXAMPLE: A local non-profit recreational trail organization requests assistance to develop Phase II of an existing unpaved natural trail utilizing easements dedicated to a City. The City agrees to maintain the trail easement upon completion of the trail. Total project cost = \$125,000. Shelby County may fund up to a maximum of \$62,500 for the project, provided the project meets all criteria within the application process.

**B. Renovation, Replacement or Repair** - For projects that maintain the current user capacity of existing recreational facilities through a renovation, replacement, and/or repair project can be funded at 50 percent of the total eligible project cost up to a maximum amount of \$50,000.

EXAMPLE: A City requests assistance on replacing the bleachers at a baseball field, the procurement of replacement playground surfacing and swing set seats/cablings and drainage improvements at an existing city park: Total project cost = \$110,000. Shelby County may fund up to 50 percent of the total project cost, up to a maximum of \$50,000. Although 50 percent of the project cost is \$55,000, the maximum funding for this type of project is \$50,000, provided the project meets all criteria within the application process.

**C. Combined-** For projects that have combined elements of ***new construction and renovation / replacement***, the maximum grant funding available shall be based on which element makes up the greatest project cost. If the new construction element represents greater than 50 percent of the project cost the maximum grant amount shall be \$100,000. If the renovation/replacement element makes up greater than 50 percent of the project cost the maximum grant amount shall be \$50,000.

EXAMPLE: A City or local non-profit recreational organization requests assistance to develop a new athletic field and restore three soccer fields to allow continued competitive play at an existing city park: Total project cost = \$160,000. The portion of the project cost to develop a new field is approximately 88 percent and the remaining 12 percent is to restore the three soccer fields. As the majority of the project is attributable to new construction, Shelby County may fund up to 50 percent of the total eligible project cost, up to the maximum funding of \$100,000. The maximum funding for the project is \$80,000, provided the project meets all criteria within the application process.

All facilities that receive grant funding shall have policies and practices that allow all Shelby County residents access to facilities. The applicable entities shall develop and administer the participation and/or access guidelines or requirements.

Note: Costs for design, planning, or routine maintenance are not eligible.

### **Funding Review Process**

Applications must be submitted by the - deadline in order for Shelby County to analyze each funding request. A competitive process has been developed to evaluate and analyze the requests for funds.

Grant applications shall be submitted to the Shelby County Department of Development Services. Evaluation of each application will be made to ensure that the applicant and the proposal meet eligibility and guideline requirements. Applications received will be evaluated according to the effectiveness with which the proposal furthers the Shelby County Comprehensive Plan. Funding decisions will be based on this evaluation; however, award amounts will in part be based upon availability of program funds. Proposals recommended for award will then be submitted to the County Manager for consideration and then submitted to the County Commission for final approval. Decisions will be announced after the action of the County Commission and all applicants will be notified of the County action and provided contracts for review and execution. All final decisions remain at the discretion of the Shelby County Commission. The Department of Development Services will contact grantees upon County Commission approval. All grant assurances and deliverables must be

provided prior to the execution of the grant contracts. The grant funds will not be disbursed until the Department of Development Services receives a copy of the executed construction contract and Notice to Proceed or documentation of eligible reimbursable expenses.

## APPLICATION PROCEDURE

The Shelby County Department of Development Services will make available to local governments, educational institutions, non-profit organizations, and other eligible organizations the guidelines and application form.

Grant amounts awarded will be contingent upon the actual number of qualified applications received and the availability of grant funding within the county fiscal year budget. In the event that the dollar amount requested by applicants substantially and consistently exceeds the overall amount of funds available, the Shelby County Commission reserves the right to award any amount less than that requested.

No applicant may receive more than one Park and Recreation Grant per fiscal year and may submit only one application per grant cycle. An applicant not receiving an award may reapply at the next funding cycle, or at any subsequent time. This reapplication does not guarantee funding of the Application request. An applicant may only receive one Park and Recreation Grant award for *the project, elements or item(s) described in the application* however, large projects may be broken into phases and each phase submitted in multiple grant cycles.

Applicants must complete the county grant application and when necessary, provide additional information.

A location map and sketch plan must be included with each application.

For larger, more costly projects, the sponsor should identify phasing options to facilitate funding. By isolating development phases, the sponsor stands a better chance of receiving funding than if an all or nothing concept is proposed.

Applicant must identify matching fund sources and amounts at the time of application with one or more of the following: current organization financial balance sheets, IRS form 990, a letter of credit from a financial institution or any other documentation deemed appropriate by Shelby County. The sponsor shall provide the non-profit designation letter from the IRS or the applicable incorporation papers under the Alabama Non-Profit Corporation Act as certification of an eligible organization to receive grant funds.

Award funds will not be disbursed until the Department of Development Services receives a copy of the executed construction contract and Notice to Proceed or documentation of eligible reimbursable expenses.

Maintenance of the completed project will be the responsibility of the sponsor.

Status reports of the deliverables of the project, project/construction reports and/or a final report may be required as outlined in the executed grant agreement.

\*\*\*

The sponsor should complete the application form along with any pertinent supporting materials, and submit two (2) copies to the Shelby County Department of Development Services, 1123 County Services Drive, Pelham, Alabama 35124. Any questions regarding the Shelby County Park and Recreation Grant Program Guidelines or Application should be directed to Christie Hester, Planning Services Supervisor, at 620-6623.

**SHELBY COUNTY PARK AND RECREATION  
GRANT PROGRAM  
FY 2021 APPLICATION CHECKLIST**

This checklist must accompany the application.

- Complete application
  
- Location map
  
- Sketch plan
  
- Complete detailed project budget
  
- Statement of Financial Resources  
(Current Organization Balance Sheet, IRS form 990, letter of credit from financial institution, etc.)
  
- Non-profit designation letter or applicable incorporation papers clearly providing status
  
- 2 copies of entire application packet
  
- E-verify documentation, if applicable

**SHELBY COUNTY PARK AND RECREATION  
GRANT PROGRAM  
FY 2021  
APPLICATION**

**GENERAL**

Sponsor

---

Owner (if different)

---

Contact Person

---

Title

---

Mailing Address

---

---

Daytime Telephone

---

Email Address

---

Who will manage the project:

---

Contact Information for Project Manager:

---

Daytime Telephone:

---

---

**LOCATION OF PROJECT**

Address

---

---

Legal Property Description

---

---

Name or nickname of property

---

In which municipality, if any, is project located

---

Population Served

---

**CURRENT PROPERTY CONDITION**

Size (in acres)

---

Current Owner

---

Current Land use

---

State or condition of the property

---

---

Water Sources

---

Structures on the property

---

Wetlands involved?

---

Previously undisturbed property involved?

---

Other Features

---

Estimated property value?

---

## **PROJECT PLANS**

Project Description

---

---

---

---

---

Circle any of the following as it relates to your project:

Acquisition / Restoration / New Construction / Expansion

Athletics / Natural resource-based / Cultural resource-based

How will the project modify existing structures?

---

---

How will the project modify existing plant/animal systems?

---

---

How will the project modify existing wetlands?

---

---

Who designed, engineered, or planned the project? Include a copy of all design plans and specifications.

---

Project Location Map and Sketch Plan included?

---

Construction by:      Contract / Force Account / Combination      (*Circle One*)

Estimated time to complete the project:

---

Applying for Land and Water Conservation Fund assistance? If so, provide the date of application.

---

**QUALIFICATIONS**

A matching commitment by the project sponsor (as noted above) is required that is equal to the amount of Shelby County funds disbursed (in the event of grant award); however, the sponsor may exceed this amount.

Total Project \$\_\_\_\_\_ (100%)

Shelby County funds requested \$\_\_\_\_\_ (\_\_\_\_%) must not exceed allowable

Local Match \$\_\_\_\_\_ (\_\_\_\_%) no less than required match

Local Funding Source:

---

**PLAN FOR MAINTENANCE & OPERATION**

Describe anticipated maintenance procedures:

---

---

Source of funding for maintenance:

---

Source of manpower for maintenance:

---

**COST ESTIMATE**

Provide the estimated material and labor cost for each deliverable in the chart below or attach detailed cost estimate of project.

<b>Deliverable</b>	<b>Material Cost</b>	<b>Labor Cost</b>	<b>Total</b>

