

City of Rapid City, Parks and Recreation Department
Park/Recreation Facility Partnership Program

**2009 Application
Packet**

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**CITY OF RAPID CITY PARKS AND RECREATION DEPARTMENT
PARK/RECREATION FACILITY PARTNERSHIP FUND**

Overview, Schedule, and Contents

The Park/Recreation Facility Partnership Fund (PRFPF) provides matching funding to rehabilitate, expand, or develop park and recreation facilities in the City of Rapid City. To be eligible for funding, applicants must have an established Lease or Memorandum of Understanding with the City of Rapid City and be a nonprofit organization. The application must be submitted by the organization that holds the lease or signed the MOU for the facility.

Successful PRFPF projects need good planning and cooperation between the organizations and the City. The ability to demonstrate community need and impact of the project, strong partnerships, and the ability to manage and complete the project in a timely fashion within budget are key elements of a strong application. Please carefully read all policies and application materials before you begin filling out the application.

We are excited to work with you in creating positive activities for the citizens of Rapid City.

Applications Available:	January
Applications Due:	May
Application Evaluations:	May
Recommendations:	June
Rapid City Council Final Funding Decision:	June - July
Authorization to Proceed:	August

Application Packet:

- Part I: Program Policies
- Part II: Application Form
- Part III: Pledge Form and Use Agreement

- **Funds can only be awarded to organizations that reside within the city limits of the CITY OF RAPID CITY, South Dakota**
- **Partnership and match funds cannot be expended until official award notice is received.**

Program Policies

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Park/Recreation Facility Partnership Fund: Program Policies and Project Selection Guidelines

Section I.

Introduction and Background: The General Purpose of the Parks/Recreation Facility Partnership Fund

The Rapid City Council by Resolution adopted basic criteria to define the purpose of the "Parks/Recreation Facilities Partnership Fund":

1. The funds shall be made available to develop, renovate, or repair City owned park and recreation facilities.
2. A parks or recreation facility is defined as any structure or area that is intended to be used primarily for park or recreation purposes.

In addition, the Council requested that this program do the following:

3. Encourage the leveraging of funds from other sources;
4. Hold an annual request-for-proposal (RFP) process; and
5. Minimize administrative costs.
6. Continue supporting other infrastructure renovations for our park and recreation facilities (sewer, water, parking, etc.) out of other Parks and Recreation Subcommittee CIP funds through the five year planning process.

Section II.
Park/Recreation Facility Partnership Fund:
Encouraging Community and Public Partnerships

Sometimes park and recreation fields and complexes fall into disrepair and need only a modest investment to for rehabilitation. In order for a park or recreation facility to be beautified, safe, or renovated, organizations may need help from the community and the City.

A. Eligible Activities

The funds will be available to develop, renovate, or repair park or recreation facilities (defined as parkland, structures or fields intended to be used primarily for recreation purposes) which increase educational, recreational or athletic opportunities. Funds (up to 10%) are available for design work (architectural/engineering services) and can be used to reimburse the cost of permits once the permits have been obtained. Awards are contingent upon permits being obtained.

B. Eligible Geographic Areas

Only projects located on City owned property will be eligible to apply. Any area within the City is eligible.

C. Eligible Applicants/Recipients

All organizations that hold a lease for City owned property, or who have signed a Memorandum of Understanding for operation of a park or recreation facility with the City of Rapid City, are eligible to apply. Because this program emphasizes a partnership between the local community and the City, all applications must be accompanied by the minutes from the organization's board meeting where the motion to approve the project was voted upon and passed. Organizations applying must have a written plan in place for long term maintenance of the project. Organizations must also provide a budget for all revenues and expenditures for the year the partnership has been requested. The general public must have access to the facilities. Lease agreements must be in place prior to application and release of partnership funds. The sports or community organization must have nonprofit status.

D. Matching Requirements

Because the program is designed to leverage funds from other sources, there is a **50%** match requirement.

The match must meet the following requirements:

- At least 25% of the total 50% match must come from the organization itself and be in cash. The other 25% can be in volunteer labor or donated materials.
- A match may include cash, volunteer labor, donated supplies, equipment, or professional services such as design work.
- Assistance or funds from the City of Rapid City will not be accepted as part of a match, nor will any Federal Community Development Block Partnership funding.
- The amount and type of match must be appropriate to the needs of the proposed project. The applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the proposed project.
- The proposed match elements must be expended during the proposed project's implementation.
- All volunteer labor will be valued at an hourly rate. (Please contact the Director of Parks and Recreation for rate.) Volunteer time devoted to fundraising and completing the project application is not considered part of the match.
- Professional services shall be valued at the reasonable and customary value of the product or service contributed by the professional to the proposed project. Any professional services claimed as a match must be directly related to the project.

The match contribution may be pledged by the donors as opposed to being actually collected and in-hand at time of application. However, the pledged match must be secure; that is, the applicant must have written evidence to support each element of the match from each donor.

All applications will be checked against the list of match requirements. If the match, as described in the application, does not meet this definition, the application will be considered ineligible.

Timing is important. Match resources must only be used after the project is actually awarded funds, if it is awarded funds. Applicants can begin spending match funds once they are informed a grant for their project has been awarded. There is one exception to this rule: design time, which is included in match, may be expended prior to the award--recognizing the need to use this type of match in order to pull together a credible application. Applicants must keep records of all match funds expended. Once under contract recipients will be asked to report on match funds expended.

Section III. Evaluation and Rating Criteria

Parks and Recreation staff will evaluate the applications and rank them by score. Using a projection of total funds available, the Parks and Recreation Advisory Board will recommend which projects should receive funds and how much should be left in reserve (in case total funding falls short of projections). These recommendations will be forwarded to the CIP Committee who will approve or deny and send to the Rapid City Council. The Rapid City Council will make the final decisions concerning all grant application awards.

Proposed projects which meet the match requirements above will be evaluated and rated based on the criteria below:

A. Quality of Match

The proposed match is **secure and ready** to expend:

+ 0 to 10 points

This criterion evaluates the realism of the applicant's proposed match and its availability. Maximum points will be awarded to applicants who demonstrate convincingly that they have the entire match amount readily available. For example, evidence of a secure match consisting of cash could be a bank statement and a resolution from the organization reserving a specific amount for the project. If the match is volunteer time, pledge sheets of individual commitments with specific time amounts totaling the proposed match is convincing evidence that the match is secure.

B. Neighborhood/Community Impact

The proposed project addresses a **severe deficiency and high need** for the particular type of sports facility:

+ 0 to 10 points

Maximum points will be awarded to projects addressing a high priority neighborhood/community sports facility need. A project will receive no points if the need for the project is not documented.

C. Proposed Project

Proposed project is well planned and ready for implementation:

+ 0 to 15 points

Maximum points will be awarded to projects that are carefully planned and clearly ready to proceed as soon as a partnership award is available. The elements of a good plan include a well-defined scope of work, clear and measurable objectives, activities that will accomplish the objectives within a detailed time frame, indication that the applicant has provided for any specialized knowledge or expertise necessary to accomplish the objectives, and evidence that there is well-established coordination between the joint applicants.

D. Project Budget

The proposed **budget** is a reliable representation of the project's expenses:

+ 0 to 15 points

Maximum points will be awarded to projects with budgets that provide a detailed, line item breakdown of project expenses and revenues and indicate the source of the information used to develop the estimates.

E. Excess Budget Request

Project request exceeds \$25,000:

- 5 points for each additional increment of \$10,000

For example, a request of \$25,001 to \$35,000 will have 5 points deducted; a request of \$45,001 will have 10 points deducted. (Total Possible Points - 50)

F. Bonus Points

Five (5) bonus points will be awarded if:

- It is the only application from one of the five wards of the City.
- It is an application that was submitted previously and applicants were advised to make revisions in the project, and they have done so in the current application.

Fifteen (15) bonus points will also be awarded for each if:

- The project is for a youth sports facility.
- More than one organization is partnering on the same project.

Parks/Recreation Facility Partnership

Part II

Application Form

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APPLICATION

Application Number: _____

Date Received: _____

CITY OF RAPID CITY PARKS AND RECREATION DEPARTMENT 2009 Park/Recreation Facility Partnership (PRFPF) Proposal

Please read through this application form carefully before filling it out; the instructions are included. Be thorough, but brief. Excessive use of appended materials (beyond those requested in the application or Policy Plan) is neither encouraged nor is to your advantage.

1. Title of Proposed Project (be concise but descriptive; e.g. Silver Fox Ball Field Improvements):

2. Project Location (provide an address, including cross streets, for the proposed project)

3. Proposed Census Tract if known:

4. Proposed Use of PRFPF Funds (Summarize in one sentence what the PRFPF funds would be used for):

5. Project Cost

Please note the figures

- (a) PRFPF funds requested \$ _____
- (b) Total match funding donations and in-kind services \$ _____
- (c) Total Project Cost: \$ _____

6. Applicant Agency and Address:

Authorized Signature of Applicant Agency:

(Agency Name)

Signature

(Street Address)

Name and Title

(P.O. Box)

(City) (Zip Code)

Applicants must submit a copy of their Board minutes authorizing submittal of this application, or a letter from an authorized member of the administration. Check one.

Contact Person (this must be someone who will be available to answer questions about the project during August/September)

- Copy of Authorization is attached.
- Authorization will be submitted as soon as possible

Name Phone

**7. Project Manager
Name, Address and Phone:**

**Authorized Signature of Organization
Designating Project Manager**

Signature

Name and Title

Contact Person:

Name Phone

8. Contracting agency must have non-profit status.

Presiding President's signature certifying that
your organization is non-profit.

Print Name

Community Organization's True Name

City/State/Zip/ Phone

9. Project Description

Describe the Park/Recreation Facility Partnership Project for which funding is requested. Provide a thorough Scope of Work detailing how the funds will be used and how they relate to a master plan if the funds do not complete the project: Please include any design documents on 8/12 x 11 paper. (Use additional space as necessary to succinctly describe your project.)

10. Community Impact

The project's impact should include: **(1)** an explanation of how existing park/recreation facilities in your service area are inadequate, in disrepair, scarce, or cannot meet the needs of your organization's members and area athletics in general. (For example: provide data detailing how this project will improve the participation of the facility; or the various times that neighborhood practice playfields are available to your sports league compared to the amount of time (frequency) teams are able to schedule practices; or, distances sports league members travel to current practice locations; or, an indication of how new bathrooms will be a benefit to the league or facility; or demonstrate that lack of lighting results in a safety concern). And **(2)** how the proposed project will remedy the above described situation. (For example: What field conditions will change or be improved as a result of this funding? How will this effect usability?)

Approximate Number of Youth that will be Impacted _____ Adults that will be Impacted _____

Age Group of participants: __ 2-5 __ 6-10 __ 11-15 __ 16-21 __ 22-35 __ 36-50 __ 52 & Older __ Multiple

11. Feasibility

Discuss specific factors that demonstrate your organization can successfully manage the project described above. **You should discuss community support for your Park/Recreation Organization in Rapid City (include a short history of the organization).** Give a description of qualification (titles, training, certification, program implementation, etc.) of key staff and personnel responsible for the project. Indicate who will manage and schedule the facility when complete and how the facility will be made available for other sports activities.

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12. Application is being resubmitted with changes

_____Yes _____No

If so, please provide a description of changes below.

13. Budget:

The Budget Worksheet is the form used in the application process and will be used throughout the life of the partnership project should you be awarded a partnership. It will be submitted with the application and then used by the partnership to track expenses and submitted for reimbursement requests. An excel spreadsheet works very well for tracking your budget. As you add line items the page may grow so that you may submit a budget that is 2-3 pages, depending on the size and complexity of your project. It is important to track your budget.

14. Matching Funds for the Project (including cash, volunteer labor, donated supplies, equipment or professional services). Please include copies of PRFPF match pledge forms.

	Source	Check one:		Amount	Date Available
		Committed	Pending		
a.	_____	_____	_____	_____	_____
b.	_____	_____	_____	_____	_____
c.	_____	_____	_____	_____	_____
d.	_____	_____	_____	_____	_____
e.	_____	_____	_____	_____	_____
f.	_____	_____	_____	_____	_____
g.	_____	_____	_____	_____	_____
Total Matching Funds				\$ _____	

15. Project Phasing or Reduction Options

Because funding is a competitive process, we suggest that you identify those aspects of your project that are key elements and of highest priority should the review committee suggest partial funding.

- a. Can your project be funded at a reduced level if necessary? Yes _____ No _____
- b. What amount of PRFPF Funds will be needed at the reduced level? \$ _____
- c. Describe the tasks or accomplishments at this reduced level of PRFPF funds. How does this compare to full funding?

16. Schedule by Task.

List milestones for the project in chronological order, and enter a projected completion date for each milestone. For example, for construction you would have all of the following: design begun; design complete, permits applied for; permits approved; pre-construction conference with Parks and Recreation; notice to proceed from Director of Parks and Recreation; construction 50% complete; construction complete; final acceptance.

Tasks (Year One):	Quarter 1 Jan. - March	Quarter 2 April - June	Quarter 3 July - Sept.	Quarter 4 Oct. - Dec.
Tasks (Year Two):	Quarter 1 Jan. - March	Quarter 2 April - June	Quarter 3 July - Sept.	Quarter 4 Oct. - Dec.

17. PRFPF Guidelines. Please read each of the PRFPF Guidelines carefully and confirm that your project addresses or meets each of them. **Please respond to each guideline.**

- Guideline 1. Proposed match is detailed, secure and ready to expend.
- Guideline 2. Proposed Project addresses a high need for related youth sports facility.
- Guideline 3. Proposed project is well planned, and ready for implementation.
- Guideline 4. Project clearly defines the scope of work.
- Guideline 5. Proposed budget is a reliable representation of project's expense and revenue.
- Guideline 6. PRFPF funds exceed \$25,000. _____ Yes _____ No

18. Please describe how your facilities or fields are accessible or can be made accessible to persons with disabilities.

19. **Insurance Coverage** - Funded project Sponsors will be asked to provide proof of the following insurance coverage.

Please check the appropriate box below to indicate if your organization can obtain each type of coverage. (Waivers may be partnershiped in some instances.)

	Agency can obtain this coverage	Agency cannot obtain this coverage
(1) <u>Public Liability Insurance</u> - \$1,000,000 personal injury and property damage	_____	_____
(2) <u>Worker's Compensation Coverage</u> - as required by the State of South Dakota	_____	_____
(3) <u>Professional Liability</u> - Only required when providing professional services, \$1,000,000 errors and omissions.	_____	_____

HAVE YOU...

- | | | |
|---|-----------|----------|
| (1) Answered all questions in the form? | _____ Yes | _____ No |
| (2) Attached all necessary attachments including the budget and draft Use Agreement or letter of intent to enter into Use Agreement? | _____ Yes | _____ No |
| (3) Signed the application (authorized representative)? | _____ Yes | _____ No |
| (4) Made copies of the application to be given to each person named on page 1 of the application and prepared <u>one original and 4 copies for submittal?</u> | | |

The original and four (5) copies of the application must be received at the following address by 4:00 p.m. May 8th, 2009:

**City of Rapid City
Parks & Recreation Department
Attention: Doug Lowe, Recreation Division Manager
125 Waterloo St.
Rapid City, SD 57701**

Park/Recreation Facility Partnership

Part III

**Pledge Form &
Use Agreement**

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AUDITS AND RECORD RETENTION

The Project Sponsor shall retain all books, records, documents, data, and other materials relevant to the Agreement for six years after completion of the project. These records shall be subject at all reasonable times to inspecting, reviewing, copying or audit by personnel duly authorized by the City of Rapid City, or other authorized federal and/or state officials. If any litigation, claim, or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The records must support all project costs and billings provided to the City, including: sponsor's match information (cash appropriations; land donations, donated cash, labor, materials, equipment; and other partnerships).

If an auditor's inspection of records discloses any improper or incorrectly claimed reimbursements, the City shall issue a Council decision on a proposed corrective action plan within six months after receipt of this report.

BILLING DEADLINES

Billings are required from agency sponsors at least once each quarter until the project has been signed off as complete. If there has been no activity on a project a statement stating that there has been no spending on the project shall be required from the agency sponsors. Billings can be submitted up to once per month during the project construction.

In all cases, a fiscal year-end billing is required. It must cover all activity from the beginning of the project for which reimbursement has not been requested through December. This billing must be submitted no later than December 15th.

Once a project has been completed, a final billing must be submitted within 90 days.

Typically, complete and accurate billings are paid with a check within ninety (90) days of receipt of an approved reimbursement request.

The inability to spend project funds in a timely manner is a concern of the Rapid City Council. It is important that you not only spend the funds authorized, but that you bill in a timely manner. Failure to do so could result in a loss of partnership monies. If you anticipate a reduction of expenditures, please let your project manager know so the remaining funds can be directed to another project.

CASH ADVANCES

Cash advance payments will not be authorized on any project.

DOCUMENTS REQUIRED FOR REIMBURSEMENT

Depending on the project type, different forms need to be submitted. All billings must be accompanied by an invoice, and purchase order with the partnership number clearly stated on each document. A customized, pre-printed purchase order will be provided to the sponsor with the Project Agreement and with each reimbursement payment.

The Parks and Recreation Director will sign each reimbursement purchase order before being processed through the finance office.

DONATIONS

Donations are third party contributions to a project and may include real property (land), labor, equipment, and materials. Sponsors may use donations to match funding partnershiped by the City provided they have been approved in the partnership application and are an integral and necessary part of the project. Donations may not be counted toward more than one project administered by the City. The donation must be expended during the project timeline.

The maximum reimbursed shall never exceed the sponsor's out-of-pocket costs plus 50%. For example: For a \$20,000 project with a 50% match, both the City and the sponsor would provide \$10,000 towards the project. If the sponsor sent in a reimbursement request showing the purchase of \$4,000 for materials and documenting \$3,000 in

donations – the maximum reimbursement is \$6,000. The excess of \$1,000 will be banked until the end of the project or the next reimbursement.

DONATED LABOR

Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers. Donated labor is service provided by a person who works for no financial reimbursement for their time.

When donated labor is involved, the following rules apply:

- Volunteer donation time starts once the volunteer has arrived at the project site and begins work.

There are two types of donated labor: Professional and Skilled Labor and Unskilled Labor.

1. Professional and Skilled Labor

A professionally skilled individual is a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonably justify (and document) valuing the individual's time at a higher value. Skilled laborers must perform their "skilled" service to be eligible for the skilled labor rate.

The following information will help you value your donated skilled labor costs:

- Sponsors can value professionally skilled volunteers in the work they are doing at the hourly rate they are receiving from their employer not including benefits.
- In the cases where the volunteer is not employed in the area they are volunteering the sponsor should seek staff approval of an hourly wage classification. Classifications will be given based on the closest job description in the City's job classification manual. The request should include the job description, recommended volunteer wage, and information that supports the recommended wage.
- When an employer, other than the project sponsor, furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

2. Unskilled Labor

The Rapid City Council has set the unskilled labor rate at Step 1 for Entry Level Laborer as it pertains in the Rapid City Salary Matrix. Contact the Parks and Recreation Department for the current rate.

Donated equipment

Donated equipment occurs when equipment is used for a project with no financial reimbursement. The following information will help you value your donated equipment costs:

- Equipment valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Equipment shall always be valued at the most economical rate – hourly, daily, weekly, etc. Valuation rates may be established in two ways:
 - o Through publications that provide the national or regional average rates for construction equipment including local rental companies;
 - o Through the rates set by nearby federal, state, or local agencies that own the same equipment.

- In cases where the value of specific equipment cannot be determined by the above methods, the sponsor should seek approval of a rate for an additional equipment classification. The request should include the equipment description, recommended hourly/daily/weekly rate, and information supporting the recommended rate.
- Under no circumstances will the City allow equipment donations to exceed the replacement value of the equipment.
- Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes.
- Use of personal vehicles shall always be valued at a “per mile” cost not to exceed the City’s mileage reimbursement rate. The City rate can be found at the City Finance Office.
- Equipment operator services must be valued separately and listed as Donated Labor.
- Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune-ups, and lubrication.

Donated materials

Donated materials are materials provided to the project sponsor for no cost. The value of donated materials must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

CORRECTION LABOR

Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time.

A sponsor can value corrections labor according to the donated labor policy. If workers are paid, a sponsor may claim the wages as a reimbursable expense. The difference between the amount the worker is paid and the donated labor rate (as determined by the City’s donated labor policy) can be claimed as a donation. For example: the worker is an unskilled laborer and the hourly labor rate is \$6.72. If the worker is compensated \$.35 an hour, the sponsor could claim \$.35 an hour as a reimbursable expense and claim \$6.37 an hour as a (non-reimbursable) donated labor match for a project.

COST INCREASE

Occasionally, the cost of completing a project exceeds the amount in the Project Agreement. Such cost overruns are the responsibility of the sponsor. If funds are available, and upon written request, the City Council may consider a cost increase. Consult the Director of Parks and Recreation to determine if a cost increase is possible.

The City of Rapid City Common Council decision is not yet notice to proceed. Spending authority comes through a City of Rapid City contract. Contracts for spending the award are negotiated through City of Rapid City Parks and Recreation Department staff following the Council's budget approval.

A lease use agreement must be in place between the organization and the City.