

RESOLUTION NO. 14-10332

A RESOLUTION AUTHORIZING APPLICATION FOR LAND AND WATER CONSERVATION FUND ASSISTANCE FOR THE REPLACEMENT AND UPGRADE OF THE SOUTH PARK PLAYGROUND AND AUTHORIZING CITY OFFICIALS TO PROCEED.

WHEREAS, the City of Billings is interested in acquiring or developing outdoor recreational facilities in the following described project for the enjoyment of the citizenry of Billings and the State of Montana.

Project Title: South Park Playground Renovation

Total Estimated Cost: \$180,000.00

Brief Description of Project: This project will remove and replace the existing non-compliant play features at South Park with new equipment that meets Consumer Product Safety Commission (CPSC) playground safety standards. It will also remove and replace the existing fall protection with an engineered wood fiber product that makes the new playground features ADA accessible and is up to compliance for playground fall protection requirements. By replacing the playground equipment and fall protection material, not only will the playground be compliant to current safety and accessibility standards, but it will also provide elements that are appropriate to a variety of ages and interests, attract residents to the park and encourage healthy lifestyles through active play reaching a broader audience.

AND, Land and Water Conservation Fund financial assistance is required for the acquisition of development of said outdoor recreational facilities,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS MONTANA AS FOLLOWS:

That the project described be authorized,

AND, be it further resolved that City of Billings Parks, Recreation and Public Lands Department staff is authorized to make application to Montana Fish, Wildlife and Parks to seek 2014 Land and Water Conservation Fund financial assistance from the National Park Service in the amount of 50% of the actual cost of the project on behalf of said City Council of the City of Billings.

AND, be it further resolved by the City Council of the City of Billings that it certifies to the following:

1. That, it will accept the terms and conditions set forth in the Land and Water Conservation Fund Grants in Aid Manual and to official agreement between the applicant and Montana

Fish, Wildlife and Parks, both of which will be part of the project agreement for any grant awarded.

2. That, it is in complete accord with the attached proposal (Attachment A) and that it will carry out the acquisition and/or development in the manner described in the proposal and any plans and specifications attached thereto unless prior approval for any change has been received from Montana Fish, Wildlife and Parks.
3. That, at the time of application, it has committed to fund the entire project (the sponsor must make full payment on all project expenses before being reimbursed for up to 50 percent of allowable costs), and will initiate work within 90 days following federal approval (weather permitting).
4. That, the project will be operated and maintained in perpetuity at the expense of said City Council of the City of Billings for public outdoor recreation use.
5. That, it will maintain adequate financial records on the proposed project to substantiate claims for cost sharing.
6. That, open public participation was encouraged throughout the planning phase of the project.

This is to certify that the foregoing is a true and correct copy of the resolution duly and legally adopted City Council of the City of Billings at the legal meeting held on this 27th day of January 2014.

ATTEST:



THE CITY OF BILLINGS:

By:   
Thomas W. Hanel, Mayor

BY: Cari Martin  
Cari Martin, City Clerk

# LAND & WATER CONSERVATION FUND

## 2014 GRANT APPLICATION FORM



Montana State Parks  
Land & Water Conservation Fund Program  
Montana Fish, Wildlife & Parks  
1420 6<sup>th</sup> Avenue  
P.O. Box 200701  
Helena, MT 59620  
406-444-3750

City of Billings

Name of Sponsor

South Park Playground Renovation

Name of Project

## Instructions

Prospective sponsors must provide the information requested in this application form in order to be considered for a Land & Water Conservation Fund (LWCF) grant. Incomplete applications will be rejected. Organize the application in the precise manner of this application form. Please provide a cover page that includes the name of the sponsor (city, town, county, etc.) and the name of the project (such as "City Park Ballfield Renovation"). Sponsors may design their own cover page or use the one included in this application form.

The original application should be marked with the word "Original." Each major section (I. Narrative Section; II. Financial Profile Section, etc.) must be indexed with tabs for easy reference. The Application Summary Page must be filled in *AS IS*. Please do not expand it into more than one page.

Helena Parks staff is available for consultation at any time during the LWCF application process. Please call whenever necessary--we are here to help. Check out the contact information on page seven of this application form.

**Applications (one original and three copies) must be RECEIVED in the Montana State Parks Headquarters office by 5:00 PM, Friday, February 7, 2014. Sponsors are advised to make one original grant application and four copies. The sponsor may then hold back one copy in their files for future reference.**

Late applications, no matter how compelling the reason for their tardiness, will not be considered for funding in this grant round. Thank you for participating in the Land & Water Conservation Fund Program.

### Submit Applications To:

Seth McArthur  
Montana State Parks  
1420 6<sup>th</sup> Avenue  
P.O. Box 200701  
Helena, MT 59620

**Land & Water Conservation Fund  
Application Summary Page**

1. Project Sponsor: City of Billings
2. Project Name: South Park Playground Renovation Project
3. Project Contact: Name Mark Jarvis  
Address 390 N 23<sup>rd</sup> St  
City Billings Zip 59101  
Phone 406-657-8367  
Fax 406-247-8641  
E-mail jarvism@ci.billings.mt.us
4. Project Type: Acquisition        Development X Combination
5. Land Ownership: Town X County        State        School
6. Street address for project site: 6<sup>th</sup> Ave. South & South 31<sup>st</sup> St.
7. Project site Zip Code: 59101 GPS Coordinates (Lat/Long): 45.77 / -108.50
8. Township, Range and Section: Township 01S, Range 26E, Section 03
9. Project Costs: Total Project Costs: \$255,000  
Grant Request: \$75,000  
(May not Exceed 50% of the total project cost)  
Sponsor Share: \$180,000  
(Must be at least 50% of the total grant request)
10. Sponsor Share Funding Sources:  
Source: City of Billings Amount: \$180,000  
Source:        Amount:         
Source:        Amount:
11. Project Site Previously Funded With LWCF Funds? YES X NO         
If YES, Provide LWCF Project Number 30 - 00 312-XXX
13. Signature Thomas W. Howell Title Mayor  
(Signature must be from an official with authority to commit funds.)

## **Land & Water Conservation Fund Application Requirements**

### **I. Narrative Section**

1. Description of the Community the Project Will Serve. Provide a short description of the community, geographic location, population demographics, etc.
2. Project Location Description. Provide a detailed description of the project location. Include Township, Range, Section, adjacent streets or roads, adjacent development and land uses.
3. Project Acreages.
  - a) Provide the total acreage of the park site being acquired or developed.
  - b) Provide the number of acres or square footage (construction footprint) that would be developed with this grant. Do not include acreage for work that will be completed outside the scope of this LWCF grant.
4. Project Description. Provide a detailed description of the project proposed. Include:
  - a) The scope of work you intend to complete using the funds requested.
  - b) Each type of outdoor recreation use provided by the project.
  - c) How the project meets local recreational needs.
  - d) Active and passive recreational uses the project provides.
  - e) How the project will enhance the environment and how the project will enhance local or regional tourism.
  - f) How the project will comply with the Americans with Disabilities Act (ADA).
  - g) Use seasons (include months of use) and hours of operation.
  - h) The target population the project will serve.
  - i) How the project addresses one or more of the issues for outdoor recreation (Chapter Four) of the 2008–2012 Montana Statewide Comprehensive Outdoor Recreation Plan. This discussion should be a minimum of one paragraph in length.
  - j) Include any other information you think would be helpful in describing the project. Limit this section to no more than two single-spaced, typewritten pages.

5. Continued Maintenance of the Site. Describe the sponsor's plan and ability to maintain the site after the project is completed. Include the maintenance budget for the site.
6. Statement of Compliance. Provide a statement of compliance with state and federal regulations. The project must comply with the Americans with Disabilities Act (ADA) and other federal civil-rights regulations, including non-discrimination.
7. Project Boundary Map. A Section 6(f)(3) Boundary Map must be submitted with your grant application. This map establishes a boundary that defines the project area being developed or acquired with federal LWCF grant money. With rare exception, this boundary will be drawn around the entire park or the area of the unit that receives LWCF assistance. Section 6(f)(3) Boundary Maps must provide metes and bounds.

## **II. Financial Profile Section**

1. Provide the total dollar figure for all LWCF funds granted to the sponsor in the past. Consult the *List of LWCF Sites by County* on this web site if you need help, or call the FWP Parks Division (444-3753).
2. Provide a table that details sources of funding (sponsor must complete entire project before requesting a site inspection and reimbursement for 50% of eligible costs up to the grant amount). Include all sources and amounts.
3. Provide a brief description of how the sponsor plans to administer the grant funds, whom will be responsible for accounting, and previous experience in grant administration.
4. Provide a project budget detail.

## **III. Community Recreation Survey and Project Need**

1. Provide a synopsis of the results of a community recreation survey completed within the last four years that addresses the criteria in the *Open Project Selection Process*. Include a description of the methods used to administer the survey and the sample size--the survey results must be statistically valid. Applicants are encouraged to use the Local Recreation Survey provided by Montana State Parks.
2. Provide a detailed tabulation of survey responses.

#### **IV. Appendices**

The following appendices should be included in, and bound within, the application. Place them in order at the back of the application.

1. Site Plan. A copy (8½" x 11" or 11" x 17") of a plan of the proposed project area, showing:

- a. Existing facilities.
- b. Proposed facilities.
- c. A North compass point.
- d. Streets and avenues.
- e. Overhead utility lines.

The plan should be fairly accurate, but need not be a precision scale drawing. If buildings are a part of the project, include floor plans.

1. Location Map. Provide a copy of a city or county map showing the location of your proposed project.
2. Evidence of title. We can't award a grant without it.
3. Resolution Authorizing Application Form. This form must be signed by individuals with the authority to commit funds.
4. SHPO Letter of Effect. Contact the Montana State Historic Preservation Office (406-444-7715) and request a cultural resource file search to determine whether your project has a previously recorded historic site within its boundaries. Include the SHPO Letter of Effect as Appendix 6 in this application.
5. Environmental Analysis. Sponsors must satisfy the Montana Environmental Policy Act (MEPA) and the National Environmental Policy Act (NEPA). The Environmental Analysis form on the FWP website must be completed, including consideration of all reasonable alternatives. Public comment must have occurred within 24 months of the grant application deadline.
6. Interlocal Agreement. Generally, this document is necessary only when the project sponsor is a school district. Call and ask if unsure.
7. Site Access. For acquisition projects, please provide a written statement confirming that safe, legal access to the property site exists. Roads must be adequate for all future recreational purposes and meet all county and state standards. Access to the site must not be controversial.
8. Letters of Support.

## **Tentative 2014 LWCF Grant Schedule**

Getting approval for an LWCF grant application is a lengthy process. After the Montana LWCF Selection Committee reviews all eligible grant applications, provisional grantees are transmitted to the National Park Service for final review and approval. Until the NPS has given approval, a sponsor should NOT begin work on any portion of the project. Depending on the individual project, grant sponsors may not be able to initiate work until after the fall of the year. The following is a tentative schedule for the 2014 LWCF grant round.

**Internal Review.** Check grant applications for deadlines and completeness; February 10th through February 24th.

**Committee Review.** LWCF Selection Committee reviews grant applications, scoring them with aid of the Open Project Selection Process scoring criteria; end of March.

**Committee Meeting.** LWCF Selection Committee meets to allot scores, discuss and rank projects, probably the week of April 14th.

**Internal Selection.** Parks Division assigns additional and final points to scores (utilizing criteria from financial profiles, project application and administration, overall quality, etc.), by May 1st.

**Documentation.** Parks staff prepares federal documents needed to accompany successful grant applicants to the National Park Service for final review and approval: June.

**National Park Service.** The finalists are forwarded to the National Park Service Midwest Regional Office in Omaha, Nebraska; early June.

**Announcements.** The National Park Service announces awards; To Follow.

## **Contact Information**

Montana State Parks staff is available to provide technical assistance to any applicant at all stages of the Land & Water Conservation Fund process. If you have questions or need further information, please contact:

### **Land & Water Conservation Fund Program**

Seth McArthur  
(406) 444-3753  
[smcarthur@mt.gov](mailto:smcarthur@mt.gov)

### **Montana State Parks Administration**

Parks Administrator  
Chas Van Genderen  
(406) 444-3750  
[cvangenderen@mt.gov](mailto:cvangenderen@mt.gov)

Assistant Parks Administrator  
Tom Reilly  
(406) 444-3752  
[treilly@mt.gov](mailto:treilly@mt.gov)

Administrative Secretary  
Debra McRae  
(406) 444-3750  
[dmcrae@mt.gov](mailto:dmcrae@mt.gov)



## Montana State Parks

### **Montana State Parks**

#### **Headquarters**

1420 East 6<sup>th</sup> Avenue  
P.O. Box 200701  
Helena, MT 59620  
(406) 444-3750

#### **Region One**

490 North Meridian Road  
Kalispell, MT 59901  
(406) 752-5501

#### **Region Two**

3201 Spurgin Road  
Missoula, MT 59804  
(406) 542-5500

#### **Region Three**

1400 South 19<sup>th</sup>  
Bozeman, MT 59718  
(406) 994-4042

#### **Region Four**

4600 Giant Springs Road  
Great Falls, MT 59405  
(406) 454-5840

#### **Eastern Region**

2300 Lake Elmo Drive  
Billings, MT 59105  
(406) 247-2940



A Division of Montana Fish,  
Wildlife & Parks  
[Fwp.mt.gov/parks](http://Fwp.mt.gov/parks)