

Arizona State Parks

FY 2009 Grant Cycle
Rating Criteria Manual

Local, Regional and State Parks
Heritage Fund
and
Land and Water Conservation Fund

Application Deadline

Applications must be received at:

Arizona State Parks
Partnership Division
Grants Section
1300 W. Washington
Phoenix, AZ 85007

No later than:
Friday, February 27, 2009
By 5:00 p.m.

The FY 2009 rating criteria supersedes all previous rating criteria.



Grant Rating Process

Each grant application is rated based on the following process:

- The rating team is established after applications are received and reviewed for eligibility and usually consists of 3-4 individuals. One is the grant program coordinator, one is a coordinator from another grant program, and the third team member is normally an individual outside the Grant section, but within State Parks.
- The rating team meets after the June AORCC meeting. At this meeting, the team discusses how grants will be rated for the current grant cycle. The grants are not necessarily rated consistently from year to year, but are always rated consistently within each cycle.
- Each team member receives a copy of each eligible application and reads and rates each application on their own.
- On the date established by the team at its first meeting, the team reconvenes and each application is reviewed, discussed, and consensus is reached on a final score.
- The applications are then ranked by score, from the highest score down, and depending on funds available for that grant cycle, recommendations are made to AORCC at the August meeting.
- If AORCC has a different recommendation than the staff recommendation, both recommendations are presented to the Parks Board at their September meeting, and the Parks Board then takes final action.

FY 2009 LRSP/LWCF Rating Criteria

Criteria for the FY 2009 LRSP grant program were developed as part of the 2008 Statewide Comprehensive Outdoor Recreation Plan (SCORP) process. The SCORP document was prepared by a group of recreational professionals who met over the past year to discuss outdoor recreational needs in Arizona. The criteria is based on SCORP's nine priority outdoor recreation issues as well as Arizona State Parks' vision "*To be recognized nationally and locally as the outstanding resource management organization*" which emphasizes becoming an outstanding agency in the protection of Arizona's natural and cultural resources.

Chapter 7 of the 2008 SCORP contains the nine priority issues as well as the goals and action strategies for each issue. In responding to the grant criteria, refer to Chapter 7 of the SCORP to assist you in responding to each criterion.

Rating Criteria Instructions

The grant application is rated based on the how well you respond to each criterion and how well the documentation supports your response. Below are suggestions on how to address the rating criteria.

- Each criteria must be addressed in the order shown. State the criterion and the answer. Do not answer all the criteria in one paragraph.
- Make your responses brief, clear and concise. Points are based on the quality of the answer, not the length of the answer.
- Refer to your documentation by page number (earlier instructions were to number all the pages in consecutive order). Points may not be awarded if the documentation is not referenced by page number in the narrative.
- Do not send the entire document you are referring to, only the cover page from the document and the relevant pages from the document. Highlight the reference – the rating team will not read the entire document to see if the information is there.
- If a criterion is not applicable to your project, identify the criterion and write "not applicable". Be aware that points will not be awarded if the notation "not applicable" is written in place of narrative.
- If you have questions, you can contact me at 602/542-7160 or by e-mail at dsilvas@azstateparks.gov

Documentation:

Examples of supporting documentation are listed on the following page. You may use the same documents in each applicable criterion. Be sure to refer to all documentation by page number for each response in the narrative.

Types of Supporting Documentation

The following documents may be used as support for any of the criteria. Be sure to reference the documentation by page number in the narrative.

Provide attachments only of the document cover and the specific pages of the document(s) you referenced that directly relate to your answers. To receive points for any of the criteria you must provide documentation and refer to that documentation in your narrative.

- an adopted comprehensive local plan or outdoor recreation master plan which supports the proposed project, outdoor recreation, and/or open space
- an approved long-range comprehensive land use/management plan which supports the proposed project, outdoor recreation, and/or open space
- documentation of the completed NEPA process (projects involving federal monies/lands)
- regional or statewide plans (i.e., state or regional park plans) in support of the proposed project, outdoor recreation, and/or open space
- site or project-specific plan
- notes/minutes and decisions from internal agency or interagency meetings that directly relate to the proposed project, outdoor recreation, and/or open space (show when, where, what was discussed/decided, and who attended)
- a bond action that supports the proposed project, outdoor recreation, and/or open space.
- public involvement research tools such as needs assessments, statistically valid surveys, questionnaires, and focus groups which support the proposed project, outdoor recreation, and/or open space.
- documented approval of the proposed project, outdoor recreation, and/or open space i.e., citizen's advisory committee, city or town council, the tribal council or board of supervisors decisions
- documented local support of the proposed project, outdoor recreation, and/or open space such as informal survey results, letters of support, citizens speaking at public meetings, citizen petitions, etc
- documentation of any public involvement activities relating to the proposed project, outdoor recreation, and/or open space such as public meeting notices/agendas, attendance rosters, and/or minutes of public meetings, special events, volunteer projects
- public involvement and/or support documented by local media (such as newspaper articles)
- Documented organizational support of the proposed project, outdoor recreation, and/or open space that shows organizations were involved and endorsed the project
- an adopted capital improvement budget in support of the proposed project, outdoor recreation, and/or open space
- a document specifying your community's park service standards

FY 2009 LRSP/LWCF GRANT
RATING CRITERIA SUMMARY

	Points
1. Long-Range Planning	20
2. Project Need (Project Specific Planning/Public Involvement)	35
3. Conservation of Resources	20
A) Implementation of conservation actions, <i>or</i>	
B) Protection of existing resources	
4. Leveraging Funds through Donations.....	5
5. Park Operation and Maintenance	10
6. Past Grant Administrative Compliance.....	10
- Administrative Performance	4
- Post-Completion Compliance	4
- Workshop Attendance	2
 TOTAL POINTS POSSIBLE	 100

FY 2009 LRSP and LWCF Rating Criteria

1. Long Range Planning

up to 20 points

Points for this criterion will be based on your explanation **and** documentation for each issue. Responses should be brief and to the point. Documentation points will be awarded only if the supporting documents are clearly explained in the narrative.

Comprehensive long-range planning that includes outdoor recreation and/or open space elements are now a state requirement for all municipalities. If your community does not have its own long-range plan, use your county's plan. This criterion refers to your community's long-range or general plan.

The explanation and supporting documentation provided by the applicant for this criterion must demonstrate that there were conscious planning and decision making processes designed to meet the needs of local or regional outdoor recreation users.

A. The following issue is worth 8 total points

4 for explanation/4 for documentation

- **Identify your long-range plan.**
- **When it was adopted?**
- **When you plan to update it?**
- **Explain and document how your community's long-range plan addresses outdoor recreation and open space. This explanation may include how the plan provides a framework and direction for outdoor recreation and open space in your community.**

B. The following four issues are each worth 3 points - for a total of 12 points

2 for explanation/1 for documentation

- **How does the long range plan to address the following issues in relation to outdoor recreation and/or open space?**

B-1. Sustainable funding – What dedicated revenue sources for outdoor recreation and open space does your community have? (sales tax, dedicated park/open space funding, revenue sharing, bonds)

B-2. Planning for growth – How have you planned for future growth in your community? (general plans, changing zoning, ordinances, legislation, education, projected population/land use planning, annexation)

B-3. Securing open space – How have you planned to secure open space for current and future needs? Are you planning to secure additional open space? If not, explain why. If you have open space lands, how do you plan to protect them for future generations? (working with developers, zoning, legislation, new policies/statutes)

B-4. Partnering/Collaborative Planning – Are you partnering with other agencies, corporations, and/or individuals by sharing staff, equipment, training opportunities and other resources. Are you collaboratively planning with other entities at a regional level?

A core goal of smart growth is to encourage and attract investment into existing communities, and to ensure that residents in those communities have access to parks and recreational opportunities that make neighborhoods more enjoyable.

WHAT IS OPEN SPACE?

A typical definition of open space is “land that is generally free of uses that would jeopardize the conservation values of the land or development that would obstruct the scenic beauty of the land.”

SCORP 2008, pg 17

2. Project Need

up to 35 points

(Project Specific Planning/Public Involvement)

Points for this criterion will be based on your explanation **and** documentation for each issue. Responses should be brief and to the point. Documentation points will be awarded only if the supporting documents are clearly explained in the narrative.

The proposed project should be designed to meet the priority needs expressed by local or regional outdoor recreation users. This criterion refers to project specific planning.

The following three issues are worth a total of 26 points.

A. Explain and document what circumstances brought this project (the one this application is for) to the forefront and why this project is a priority.

4 for explanation/4 for documentation

B. Explain and document your public outreach efforts, what you did to solicit public involvement (for example, held public hearings or meetings, conducted surveys, put notices in radio or newspapers).

4 for explanation/4 for documentation

C. Explain and document how the public was involved in determining the need or how they responded to your public outreach efforts for the project you are applying for. Document how the public demonstrated support and affirmation for the project.

5 for explanation/5 for documentation

The following three issues are worth a total of 9 points

2 for explanation/1 for documentation each

D. Explain and document how this project addresses all the following:

D-1. Filling the gaps between supply and demand (need for more parks or open space, outdoor recreation amenities, close to home opportunities, connectivity, trail networks).

D-2. Resolving user conflicts (between recreational users, landowners and users, competing land uses).

D-3. Meeting the needs of special populations and changing demographics (for example: access to all, baby boomers, teens, elderly, ethnic differences).

GREEN BUILDING PROGRAMS

Below is a partial list of green building programs in Arizona:

- Coconino County Sustainable Building Program: coconino.az.gov/comdev.aspx?id=148
- Phoenix Environmental Sustainability Program: phoenix.gov/sustainability
- Pima County Development Services Building Safety & Sustainability Division: pimaxpress.com/building
- Scottsdale Green Building Program: scottsdaleaz.gov/greenbuilding
- Tempe Green Programs: tempe.gov/greenprograms
- U.S. Green Building Council: usgbc.org

In the United States alone, buildings account for:

- 72% of electricity consumption,
- 39% of energy use,
- 38% of all carbon dioxide (CO₂) emissions,
- 40% of raw materials use,
- 30% of waste output (136 million tons annually), and
- 14% of potable water consumption.

<http://www.usgbc.org>

3. Conservation/Preservation of Resources

up to 20 points

Arizona State Parks' vision, "*To be recognized nationally and locally as the outstanding resource management organization*" emphasizes becoming an outstanding management agency of the state's natural and cultural resources. This vision extends to the numerous grant programs the agency administers.

Arizona State Parks is encouraging applicants who conserve resources by incorporating innovative and effective technologies and green building practices into their grant projects, and/or acquiring and protecting natural and cultural resources and open space.

Address criteria A and/or B depending on your project's features. Not all criteria are applicable to every project. Provide some type of documentation indicating the basis for your response.

Up to 20 points will be counted toward these criteria – see the next page (page 10) for point distribution.

⇒ Points will be based on the explanation of the efforts, anticipated outcomes and/or extent of the measures in conserving or protecting resources.

GREEN GLOSSARY

Following is a quick look at some commonly used eco-terms.

■ **ACTIVE SOLAR ENERGY:** The use of devices, such as solar panels, to capture energy from the sun to produce electricity and heat.

■ **CARBON FOOTPRINT:** The amount of carbon dioxide a person emits into the environment through his or her activities and lifestyle, such as driving a car and using electricity.

■ **CFL (COMPACT FLUORESCENT LIGHT BULB):** This type of light bulb is reported to consume 75 percent less energy than an incandescent bulb and last 10 times longer. CFLs do contain a small amount of mercury, so they must be disposed of properly.

■ **GRAYWATER:** Wastewater from such places as bathroom sinks, showers and washing machines that is reused to irrigate the landscape. Greenhomeguide.org estimates that graywater makes up between 50 and

80 percent of residential wastewater.

■ **LEDS (LIGHT-EMITTING DIODES):** Relatively new to the market, LEDs use up to 90 percent less electricity than incandescent bulbs.

■ **LEED (LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN):** Developed by the U.S. Green Building Council, this nationwide rating system awards points to measure and determine if a building is green; it also outlines sustainable practices, tools and criteria.

■ **LOW-E (LOW EMISSIVITY) WINDOW:** A coating makes this window more energy-efficient by restricting a certain amount of heat and UV light from passing through the glass.

■ **PASSIVE SOLAR ENERGY:** Incorporating concepts such as a building's architecture, orientation and placement of windows to use the sun's energy to heat or cool a home.

■ **PERMACULTURE:** A design method that strives to create sustainable

lifestyles through an understanding of such elements as local ecosystems, natural resources and wise land use.

■ **RAINWATER HARVESTING:** Collecting rainwater in devices such as catchment systems and rain barrels to irrigate a landscape.

■ **RENEWABLE RESOURCE:** A resource that can be naturally replenished as it is consumed.

■ **U-FACTOR:** The measurement of heat flow through a material, commonly used to determine the energy-efficiency of windows and doors. The lower the U-factor number, the less heat a product transmits.

■ **VOC (VOLATILE ORGANIC COMPOUND):** Off-gassing of toxic substances found in such products as paints, stains and adhesives that can cause myriad health problems. Look for items that offer low or zero VOCs.

■ **XERISCAPE:** A method of landscaping developed by Denver Water that encourages water conservation.

A. CONSERVATION

Points will be awarded in the following manner: **up to 18 points**

Minimum response	up to 6 points
Fair response	up to 9 points
Good response	up to 15 points
Excellent response	up to 18 points

Up to 6 points may be awarded if the applicant responds to only one bullet and does not provide any documentation.

Up to 9 points may be awarded if the applicant:

- responds to only one bullet and provides documentation, OR
- responds to both bullets but does not provide documentation

Up to 15 points may be awarded if the applicant provides a good response to **both** bullets and provides applicable documentation.

Up to 18 points may be awarded if the applicant provides an excellent response to **both** bullets and provides applicable documentation.

B. PROTECTION

Points will be awarded in the following manner: **up to 18 points**

Minimum response	up to 6 points
Fair response	up to 9 points
Good response	up to 15 points
Excellent response	up to 18 points

Up to 6 points may be awarded if the applicant responds to only one bullet and does not provide any documentation.

Up to 9 points may be awarded if the applicant:

- responds to only one bullet and provides documentation, OR
- responds to two bullets but does not provide documentation

Up to 15 points may be awarded if the applicant:

- responds to two bullets and provides applicable documentation, OR
- responds to all (three) but does not provide documentation

Up to 18 points may be awarded if the applicant provides an excellent response to **all** bullets and provides applicable documentation.

up to 2 points

If applicants choose to respond to both sections, extra points may be awarded if the sum of points in Sections A and B is between:

19 to 36	2 points
6 to 18	1 point

A. CONSERVATION:

- **Explain how this project will incorporate design elements, sustainable products or habitat enhancement in the most effective manner to conserve water or energy, or enhance natural resources.**
- **Explain the anticipated benefits that will occur by incorporating design elements, by-products or habitat enhancement i.e., cost, water and energy savings, etc.**

Resource Conservation examples could include use of “green” practices (products or technology), smaller footprint (less concrete or asphalt), energy efficiency or conservation use of timers or sensors, solar energy applications, water conservation or reclamation, use of gray water, harvesting rainwater, use of recyclable materials, revegetation of native plant communities, restoration of wildlife habitat or travel corridors.

B. PROTECTION:

- **Explain how this project will protect existing natural resources within the project boundaries; include size of area to be protected and uses to be allowed.**

Examples of existing natural resources include riparian areas, washes, wetlands, other native plant communities, or wildlife habitats or travel corridors.

- **Explain how this project will protect existing cultural resources within the project boundaries; include extent and significance of the cultural resources and uses to be allowed.**

Examples of cultural resources include archaeological sites, historic sites, or traditional use sites.

- **Explain if this project acquires, protects or designates open space or provides protective buffers around existing natural areas; include type and size of area to be protected and uses to be allowed.**

Note: Open space is defined as land that is generally free of uses that would jeopardize the conservation values of the land or development that would obstruct the scenic beauty of the land. Conserved land remains open space if the stewards of the parcel maintain protection of both the natural and cultural assets for the long-term benefit of the land and the public and the unique resources the area contains, such as scenic beauty, protected plants, wildlife, archaeology, passive recreation values and the absence of extensive development.

4. Leveraging Funds through Donations

up to 5 points

To be eligible for Local, Regional and State Parks (LRSP) and Land and Water Conservation Fund (LWCF) grants, all applicants must provide a minimum of 50% of the project cost. LRSP and LWCF grant funds may provide a maximum of 50% of the project cost. In other words, the applicant's funds and the grant funds are said to "match" each other.

Outside donations of cash, materials, equipment or donated labor leverage existing funds which enable both the applicant's money and these grant dollars to stretch further and accomplish more.

In order to receive points for this criterion, donations must be for eligible scope items.

Points will be awarded on a sliding scale if at least 10% of your agency's match comes from outside donations.

The following issue is worth a total of 3 points based on the amount of match from outside donations as shown below

A. How much (\$) of your match will come from outside donors?

1 point will be awarded where 1-10% of the match comes from outside donations
2 points will be awarded where 11-50% of the match comes from outside donations
3 points will be awarded where 51-100% of the match comes from outside donations

The following issue is worth a total of 2 points – 1 for explanation/1 for documentation

B. Explain and document where the donations are coming from. Describe the tangible and intangible contributions you have received for the scope of work of this project and the associated value of the contribution(s).

All donations must be verified by a letter from the donor that indicates the value of the donation.

Types of donated match:

Tangible: donations of cash, materials or equipment

Intangible: donations of labor

Unskilled labor - current minimum rate

Skilled labor – based on the hourly rate in your community

DONATIONS LIST

These guidelines will ensure consistency and assist grant applicants and participants in identifying and recording appropriate volunteer related expenses.

1. Donated labor and materials must be specific to the approved scope of the grant project to qualify as match and be eligible for reimbursement.
2. Donated labor will be valued at the current minimum wage.
3. The value of donated labor for a person professionally skilled in the type of work being performed for the project shall be the rate normally charged for this service (i.e., a backhoe operator operating a backhoe or a carpenter building a frame building).
4. A volunteer may not be credited for more than eight (8) hours work in a day. Daily time records for each volunteer must be maintained.
5. Time and expense incurred by a volunteer in getting to the project site is not an eligible cost or donation. Volunteer time starts at the project site.
6. The expense incurred by a project manager who is transporting volunteers to a project site is an eligible cost. Volunteer time starts at the project site.
7. The value of donated materials must not exceed fair market value established by comparison with prices from a vendor.
8. Food, beverages, and other considerations provided to volunteers are not an eligible cost. The project manager may claim a reasonable cost for providing water and portable restrooms.

NOTE:

- In-kind work done by the applicant is not a donation; but it can be considered as part of the applicant's match.

- Funds from other Arizona State Parks' administered grant programs are not allowed as donations or match.

5. Park Operation and Maintenance

up to 10 points

The ability of the applicant to operate, maintain or manage the facilities constructed or land acquired with grant funds throughout the required term of use is an essential factor of the LRSP and LWCF grant programs.

These grant programs mandate that any facilities or land, including natural areas or open space, purchased with grant funds be available for public use as set forth in this application for a prescribed period of time.

The following criterion is worth a total of 10 points – 5 for explanation/5 for documentation

- **Explain and document how your agency intends to operate, maintain or manage this park for the required term of use.**

Term of use for Local, Regional and State Parks (LRSP) projects is:

- 25 years for facilities (real property)
- 99 years for land acquired with LRSP funds

Term of use for Land and Water Conservation Funds (LWCF) is:

- In perpetuity

6. Past Grant Administrative Compliance

up to 10 points

This category will be completed by staff based on the applicant's past performance with the **LRSP and LWCF** grant programs.

Administrative Performance

up to 4 points

This category is for applicants who have had an open LRSP or LWCF grant within the last 3 years.

Up to 2 points will be awarded for timely submission of quarterly reports.

- 2 points if less than 2 reports are missing
- 1 point if between 75% to 50% are missing
- 0 points if more than 50% are missing

Up to 2 points will be awarded based on project completion on or before the original project end date (i.e., received no time extensions).

- 2 points if there are no amendments
- 1 point if there is only 1 amendment
- 0 points if there is more than 1 amendment

NOTE: If you have more than one project, the points will be averaged. If the applicant has not had either an open LRSP or LWCF grant within the past 3 years, all 4 points will be awarded.

Post-Completion Compliance

up to 4 points

This category is for applicants who have a closed LRSP or LWCF project in which the Term of Public Use is still active.

- For facilities (real property), the Term of Public Use for LRSP projects is 25 years; for land acquired with grant funds, 99 years.

- For LWCF projects, the term of use is in perpetuity.

Points will be awarded on a scale of 0-4 according to the participant's compliance with the post-completion self-certification process. (see the following page)

- 4 points if no reports have been mailed to applicant or 100% are returned
- 3 points if between 99% to 75% are returned
- 2 points if between 75% to 50% are returned
- 1 point if between 50% to 25% are returned
- 0 points if less than 25% are returned

NOTE: If the applicant does not yet have any projects that require compliance with the post- completion self-certification process, all 4 points will be awarded.

Workshop Attendance

0 or 2 points

All applicants are encouraged to attend the annual grant workshop. Applicants represented at an LRSP/LWCF workshop for this grant cycle will receive 2 points.