

**ROANOKE COUNTY
PARKS, RECREATION AND TOURISM**



ROANOKE
COUNTY VA

**PARKS, RECREATION
& TOURISM**

**FY 2019-2020
CAPITAL IMPROVEMENT INCENTIVE FUND
APPLICATION INSTRUCTIONS**

ROANOKE COUNTY PARKS, RECREATION AND TOURISM DEPARTMENT
FY 2019-2020 CAPITAL IMPROVEMENT INCENTIVE FUND APPLICATION INSTRUCTIONS

PURPOSE: To provide matching funds to non-profit community service groups, individuals, or corporations wishing to make capital improvements to County owned park and recreation facilities.

FUNDING LIMITS: A maximum of fifty percent (50%) of the project up to \$10,000.

APPLICATION PROCEDURES: For the 2019-2020 grant cycle, all applications must be submitted through the Roanoke County **online portal**. All applications must also include a site plan, approval letters and all other required documentation in order to be eligible for the grant selection process. Grant applications must be received no later than 5:00 pm on **Friday, June 28, 2019**.

GENERAL POLICIES AND PROGRAM ELIGIBILITY:

Proposed projects must be located on publicly owned property and must be consistent with the master plan of the proposed site. Applications for projects on Parks, Recreation & Tourism property must be pre-approved in writing by the Roanoke County Parks, Recreation & Tourism Department. The Roanoke County School Construction Committee must also approve any project on school property and a letter of their approval must accompany the grant application. Visit the Roanoke County School Facility webpage for additional information.

- A. Projects submitted for County-owned leased property or school property must benefit the general public or those programs sanctioned or sponsored by the Roanoke County Parks, Recreation & Tourism Department;
- B. Matching fund grants are subject to all Roanoke County Procurement policies and Building and Zoning requirements;
- C. Projects must be fixed capital additions or improvements and cannot include personal or team type equipment, consumable items, or routine maintenance of existing facilities;
- D. Individual organizations may submit more than one (1) request per year, but requests shall be prioritized;
- E. No organization may submit an application on a previously approved project that is still under construction;
- F. All projects completed on non-Parks, Recreation & Tourism property shall have a sign (in an appropriate location) recognizing Roanoke County Parks, Recreation & Tourism's contribution to the project; the sign will be provided by Roanoke County Parks, Recreation & Tourism, and the National Playground Safety Institute;
- G. Playgrounds constructed on school sites shall be maintained by the requesting group or school and shall meet standards adopted by the State Department of Social Services and the Consumer Product Safety Commission;
- H. Requesting groups, schools, etc. are responsible for the maintenance of their project unless an alternate written agreement is made and approved by the Roanoke County Parks, Recreation & Tourism Department;
- I. All projects must meet standards in accordance with the Americans with Disabilities Act.

PROJECT SELECTION CRITERIA:

- A. Projects on Roanoke County Parks, Recreation & Tourism property will receive priority consideration;
- B. Projects that meet specific needs identified in the Roanoke County Parks, Recreation & Tourism's Master Plan;
- C. Projects that correct and/or improve the safety and security of a field or facility;
- D. Projects that reduce maintenance and/or operating costs;
- E. Projects that add, enhance, or expand a needed service;
- F. Projects that serve the greatest number of people and benefit an entire community or (sanctioned) athletic group as opposed to a limited user group;
- G. Feasibility of the schedule and completion dates of the project and the past project performance of the requesting organization.

SOME EXAMPLES OF PROJECTS:

- A. Trail and greenway construction;
- B. Provision of sports/security lighting and fencing;
- C. Paving of park facilities such as parking lots and access roads, and repair of deteriorated playing surfaces including basketball and tennis court renovations;
- D. Restroom construction, remodeling and renovation;
- E. Landscaping and other aesthetic improvements in parks;
- F. Playgrounds, including renovation and expansions;

For questions or specific project ideas for your area, contact Eric Vest, CIIF Coordinator at (540) 777-6333 or evest@roanokecountyva.gov.

SELECTION COMMITTEE:

The Roanoke County Parks, Recreation & Tourism Advisory Commission shall appoint a selection committee yearly. The committee shall consist of one (1) commission member from each district and members of the Parks, Recreation & Tourism staff. The Director of Parks, Recreation & Tourism Department serves as an advisor to the selection committee.

SELECTION PROCESS:

- A. Applications with required documentation must be received through the **Roanoke County online portal** no later than 5:00 pm on **Friday, June 28, 2019;**
- B. Applications will be reviewed in **mid-July**. During this period, the selection committee may ask applicants to provide additional information and/or clarifications to assist the committee in the selection process;
- C. The committee will make their selections based on the individual projects' merits as they relate to the project selection criteria. Projects will be approved in **mid-July** by the Advisory Commission and forwarded to the Parks, Recreation & Tourism Director for processing and notification. Funding will be available after **August 1, 2019**. Projects not selected may be re-submitted during the next funding cycle.

PROJECT ADMINISTRATION:

- A. Each organization is responsible for the overall planning, management, and construction of their approved project. However, projects must be scheduled so as not to impact activities and/or facility programming;
- B. An organization receiving a grant shall appoint a representative to serve as the project coordinator. The coordinator shall have full authority to act on behalf of the organization;
- C. The Roanoke County Parks, Recreation, and Tourism Department will provide technical assistance and help in the coordination of all projects. Upon completion, each project must be inspected and approved by the Roanoke County Parks, Recreation & Tourism Department;
- D. Cost overruns, delays, and incomplete projects are the responsibility of the requesting organization. Projects should be targeted for completion within (12) twelve months from award date. Any delays must be reported to Eric Vest, CIIF Project Coordinator as soon as noted, with suggested corrective action;
- E. Grants will be forfeited back to the CIIF fund if significant progress is not made on approved projects within the fiscal year funded;
- F. A pre-construction conference must be held by the organization and attended by Eric Vest, CIIF Coordinator prior to the commencement of construction and the expenditure of project funds. Failure on the part of the organization to conduct a pre-construction conference may void the grant agreement;

ROANOKE COUNTY PROCUREMENT PROCEDURES:

- A. For purchases **\$5,000 or less**, a receipt or invoice is required for reimbursement;
- B. For purchases of **\$5001 - \$50,000** you must provide specifications for the project bidding and obtain a minimum of three competitive written quotes, on vendor letterhead. The low bidder must be awarded the contract, unless you have the appropriate justification and County approval to select another vendor;

ROANOKE COUNTY PARKS, RECREATION & TOURISM CIIF ONLINE PORTAL AND APPLICATION INSTRUCTIONS:

- The CIIF grant application is located: <http://www.RoanokeCountyParks.com/ciif>
- Or link directly to the form at: <http://www.roanokecountyparks.com/FormCenter/Capital-Improvement-Incentive-Fund-Appli-14/Capital-Improvement-Incentive-Fund-Appli-54>
- For additional questions, please contact Arlain Martin at (540) 777.6322 or by email at amartin@roanokecountyva.gov.