

# APPLICATION PACKET

## WILDLIFE RECREATION FACILITIES GRANT PILOT PROGRAM

**Cycle I | Deadline: March 18, 2011**  
We will begin accepting applications for this cycle on November 1, 2010



STATE OF ARKANSAS  
DEPARTMENT OF RURAL SERVICES  
ARKANSAS RURAL DEVELOPMENT COMMISSION  
ARKANSAS GAME AND FISH COMMISSION

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CHARLIE DANIELS  
SECRETARY OF STATE  
STATE OF ARKANSAS  
BY \_\_\_\_\_

For Questions or More Information, Contact:  
Wildlife Recreation Facilities Grant Coordinator  
101 East Capitol, Suite 202  
Little Rock, AR 72201  
(501) 682.6011  
888.787.2527 Toll Free  
Email: [rural.arkansas@arkansas.gov](mailto:rural.arkansas@arkansas.gov)  
[www.arkansas.gov/drs](http://www.arkansas.gov/drs)

# **Arkansas Rural Development Commission and The Department of Rural Services**

The Department of Rural Services (DRS, formerly the Office of Rural Advocacy) is a state agency charged with assisting rural communities with a population of 20,000 and under. Established under Act 302 of 1991, DRS assists local agencies in rural areas with information and technical assistance. Currently, more than 80% of Arkansans live in rural areas.

The Arkansas Rural Development Commission (ARDC) is a group of citizens from around rural Arkansas charged with overseeing the programs of DRS. Seven of its members are appointed by the Governor, two are appointed by the Senate President Pro-Tem, and two are appointed by the Speaker of the House. Commissioners serve five-year terms, and meet throughout the year to discuss rural issues that affect Arkansans.

The mission of these two groups is to ***"Enhance the quality of life in rural Arkansas."***

One focus of the agency is to be a source of information for rural citizens and provide support services to rural communities. DRS publishes a bi-annual newsletter that covers rural policies and topics. The agency also hosts an annual conference and local forums around the state throughout the course of the year.

For information about the other DRS grant programs visit our website at [www.arkansas.gov/drs](http://www.arkansas.gov/drs) or call 1-888-787-2527.

## **In Cooperation with the Arkansas Game and Fish Commission**

The Arkansas Game and Fish Commission and the Arkansas Department of Rural Services are cooperating to ignite interest in the natural, cultural, and scenic beauty, fish, wildlife and other natural resources of Arkansas and to promote economic development in a healthy and environmentally sound manner.

### **Definitions**

For the purpose of this regulation, unless otherwise stated herein, the following definitions apply:

- "ARDC" means the Arkansas Rural Development Commission
- "Commission" means the Arkansas Game and Fish Commission
- "Department" means the Arkansas Department of Rural Services
- "Grantee" means an entity which has been awarded a grant under this program
- "Program" means the Wildlife Recreation Facilities Program
- "Rural Area" means any area within the outer boundary of any city or town having a population of 20,000 or more persons

## **General Information and Eligibility**

Through the Wildlife Recreation Facilities Grant, the Arkansas Game and Fish Commission, the Arkansas Rural Development Commission (ARDC) and the Department of Rural Services strive to ignite interest in the scenic beauty and nature known to Arkansas. The Wildlife Recreation Facilities Grant will assist rural communities with the development and improvement of these wildlife recreation facilities.

Incorporated cities and towns and unincorporated communities in RURAL areas of **less than 20,000 in population** (verifiable by current U.S. Census information) are **eligible** to apply for assistance through the Wildlife Recreation Facilities Grant. In keeping with our enabling legislation, a rural area is defined, for the purpose of this program, as “all the territory of the State of Arkansas that is not within the outer boundary of any city or town having a population of 20,000 or more according to the latest federal census or within such a city’s or town’s neighboring urbanized areas.”

### **What Type of Projects and Costs are Eligible?**

(A) Projects eligible for funding consideration under the Wildlife Recreation Facilities Grant include, but are not limited to the construction or renovation of the following facilities that are specifically designed to encourage and enhance the ability of the general public to participate in wildlife recreation activities:

- Community fishing ponds;
- Firing ranges;
- Fishing access areas;
- Fishing piers;
- Archery ranges;
- Fish cleaning stations;
- Canoe or boat launches;
- Observation platforms and blinds.

(B) Costs eligible for grant funding include, but are not limited to:

- Materials for construction;
- Labor directly related to the construction of the proposed project;
- Interpretive or directional signage directly related to the proposed project;
- Design fees;
- Parking, sidewalks, and other access construction directly related to the proposed project.

**Note: If you are not positive that your project is eligible, please call and speak to a Grants Coordinator at 1-888-787-2527**

## **What Type of Projects and Costs are Ineligible?**

Projects and costs that are **NOT** eligible for funding through this program include, but again are not limited to:

- Land acquisition, whether by purchase of fee title, rights-of-way, easements, or payment of leases, rents, permit fees or other land-use related fees or costs;
- Purchase of construction equipment or tools;
- Books, publications, or brochures;
- Advertising fees or materials;
- Website development;
- Salaries, direct or indirect employee costs, or any other payroll-related expenses that are not directly related to the construction of the proposed project;
- Interpretive programs;
- Payment of public utilities;
- Purchase of personal athletic equipment;
- Projects which provide private or selected patronage;
- Planting or establishment of gardens or row-crop agriculture;
- Irrigation equipment;
- Playground equipment;
- Construction of fairgrounds or rodeo facilities;
- Costs of normal operation or maintenance;
- Debt service;
- Legal fees;
- Training or travel expenses;
- Reimbursement of expenses or costs related to facilities already constructed.

## **Limitation on Certain Costs**

- Costs associated with design fees, including engineering or architect fees, shall not exceed more than ten percent of the total amount of requested grants funds.
- Costs associated with amenities, such as parking, restrooms, sidewalks, benches, interpretive signs, trash receptacles, etc. shall not exceed more than twenty percent of the total amount of requested grants funds.
- The Department may allow more than twenty percent of grant funds to be used on a proposed project for parking areas or restrooms for fishing accesses or boat launches, or where paved access of reasonable length to an ADA (Americans with Disabilities Act) compliant wildlife recreation structure is desirable or required.

## **Funding Availability**

Applicants with an eligible project may apply for up to \$100,000 in state funds toward a single project. Grants funded by the program are paid directly from the Commission's Game Protection Fund.

## **Preferential Consideration**

When designating which projects will be selected for funding, the Department may give more consideration to projects that:

- Have particular appeal to youth for optimal wildlife-oriented recreation
- Provide direct access for hunting, fishing, or wildlife-associated activities
- Have commitments from other parties or the applicant to provide additional cash for the project
- Have site preparations made prior to making an application
- Can specifically document written commitments of volunteer labor or material donations for the project
- Include additional items of public support, such as resolutions from neighboring municipalities or letter of support from government officials
- Meet accessibility guidelines under the Americans With Disabilities Act

## **Negative Consideration**

When designating which projects will be selected for funding, the Department may give less consideration to projects that:

- Have received funding from the program within the last five fiscal years
- Are contingent on the actions or inactions of entities other than the applicant or the occurrence or nonoccurrence of events beyond the applicants control
- Are submitted by applicants with poor records of maintenance and operation on prior construction projects using funds from this or any other grant program administered by the Department

## **No Consideration**

- The Department will only consider applications which are timely and administratively complete.
- New applications from previously awarded communities that have not received certificates of completion or have failed to return close out documentation for a previous grant will not be considered. You are not eligible for Wildlife Recreation Facilities Grant if you are applying for a Wildlife Observation Trail Grant through the Arkansas Department of Parks and Tourism.

## **Application Process**

### **WHEN can we apply?**

The deadline for **Wildlife Recreation Facilities Grant** of fiscal year 2011 is March 18, 2011. If there are any funds left over after one grant cycle, DRS may announce a second grant cycle to disperse the remaining funds. All applications must be received or postmarked by 4:30 p.m. on the day of the deadline or they will not be accepted. Faxes of applications will not be accepted.

### **SUBMITTING an Application**

Applicants **must** gain the approval of their local governing body and the application **must** be signed by the county judge or mayor who will be ultimately responsible for the grant should it be received. If you are incorporated, you **must** apply through your mayor. If you are unincorporated, you **must** apply through the county judge. This process includes completion of the application form and presentation of it to the local council if applying through the city or quorum court if applying through the county. The local governing official (county judge or mayor) must affix his signature to the following documents for the application to be considered complete:

- certification letter
- resolution
- application

Applicants must submit an original application with original signatures plus **2 copies**.

## **Application Review**

Applications are numbered and inspected for completeness and eligibility in the order received by the Department of Rural Services. Individual proposal consultations can be arranged with staff by appointment. Applicants are encouraged to submit applications well before the deadline to allow DRS staff to thoroughly review the application and assist applicants in correcting any deficiencies prior to the deadline.

Applications received postmarked after the deadline date will not be eligible for consideration.

After staff reviews the applications for completeness and eligibility, recommendations will be taken to the Arkansas Rural Development Commission for approval. Following approval from ARDC, recommended applications will be presented to the Arkansas Game and Fish Commission for final approval.

**The Arkansas Game and Fish Commission will contact the awarded applicants. After being notified by the Commission that a grant has been awarded all contact and any questions should be with the Arkansas Game and Fish Commission regarding the next stages in the proposed project.**

Arkansas Game and Fish Commission  
2 Natural Resources Drive  
Little Rock, AR 72205  
Toll Free: 1-800-365-4263

## Documents Needed for a Complete Grant

In addition to the grant application with all questions answered fully, communities must include the following in order for the application to be complete:

- A signed Certification Letter, **enclosed with application**, from the local governing official (mayor for incorporated areas, county judge for unincorporated areas).
- A Resolution passed by the city council (for incorporated areas) or the quorum court (for unincorporated areas) **enclosed with application**. The Resolution must have the mayor/county judge's signature, and the signature of the city/county clerk.
- Backup documentation for ALL items listed in the project cost estimate. This includes written professional estimates for all items the applicant is purchasing or receiving through donation.
- A deed, title, or other instrument showing proof of public ownership. This may include an intent to donate letter from a private individual or a lease that extends for 10 years or more.
- A commitment to open the facility to public use. Also a commitment by a city, county or state agency to maintain and operate the project for a minimum period of ten years.
- A Preliminary site plan. Including the approximate dimensions and design of proposed facilities, the location of any amenities, and proper marking and signage.
- Location Map. An 8.5 x 11 map showing the county in which the project lies and its relation to the nearest municipality.
- Items of public support. **This means that you must have a letter of support from your local governing State Senator AND State Representative**. These two letters are required but a community could include support letters for the project from members of the community as well.

## THINGS TO REMEMBER!!!!

- ❖ Use only paper clips or binder clips. Fancy binding is unnecessary and will be removed.
- ❖ **Type the application.**
- ❖ Apply for only what is needed. Total project costs do not have to equal \$100,000.
- ❖ Put everything on the checklist in order and label all backup documentation clearly.
- ❖ Include documentation of public support from your State Senator AND State Representative.
- ❖ If a community has a RCGP (Rural Community Grant Program), RSBG (Rural Services Block Grant Program) or GIF (General Improvement Fund Grant Program) open and the grant is in good standing, the community can still apply for Wildlife Recreation Facilities Grant funds. However, a community can only apply for one Wildlife Recreation Facilities Grant per cycle.
- ❖ Countywide applications must show that the project will affect rural communities.
- ❖ An application for a project on land owned and operated solely by a private organization is not eligible for funding. In order to be eligible, the land must be owned or have a lease agreement for 10 years or more with the city, municipality, county, non-profit, or state agency.
- ❖ The grants may not be used to reimburse any part of the project already purchased or constructed. No part of the project that you are applying for can be started until the community has received their grant check.



Questions about the grant program?  
Not sure if your project is eligible?  
Need to ask about the application process?  
Give us a call toll-free at 1-888-RURAL-AR

Write us at:

101 East Capitol, Suite 202  
Little Rock, AR 72201

Or e-mail us at:

[Rural.Arkansas@arkansas.gov](mailto:Rural.Arkansas@arkansas.gov)

# **CHECKLIST FOR A COMPLETE Wildlife Recreation Facilities Grant APPLICATION**

In addition to the grant application, communities must include the following in order for the application to be complete. Failure to submit any of the required documents by the cycle deadline will result in an incomplete application and will not be reviewed by the Arkansas Rural Development Commission for grant consideration. Please use this sheet to double check that all required information is submitted.

- √ Signed Certification Letter (enclosed with application) from the local governing official (mayor for incorporated areas, county judge for unincorporated areas).
- √ Certification Letter has current calendar year date on it.
- √ Resolution passed by the city council (for incorporated areas) or the quorum court (for unincorporated areas) and signed by the mayor/county judge and the city/county clerk.
- √ Resolution is notarized by the local governing official and city/county clerk.
- √ Resolution is numbered and has current calendar year date on it.
- √ A deed, title, or other instrument showing proof of public ownership is included. This may include an intent to donate letter from a private individual or a lease that extends for 10 years or more. Public ownership is defined as owned or leased for 10 years or more with the non-profit, state agency, city, municipality, or county.
- √ A preliminary site plan
- √ A location map (8.5 x 11)
- √ Items of public input support included. This must include letters of support from the community's local governing State Senator and State Representative.
- √ Backup documentation for ALL items listed in the project cost estimate. This includes written professional estimates for all items the applicant is purchasing and letters of intent to donate all materials and labor being donated.
- √ The original grant is mailed PLUS two copies.
- √ **The application must be typed.**

**Office Use Only**

Control # \_\_\_\_\_

- Complete / Eligible
- Incomplete / Ineligible
- No Open Grants

## Wildlife Recreation Facilities Grant Application

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Community \_\_\_\_\_ City/County \_\_\_\_\_

Population \_\_\_\_\_ (must have estimate if unincorporated area)

State Senator \_\_\_\_\_ Senate District Number \_\_\_\_\_

State Representative \_\_\_\_\_ House District Number \_\_\_\_\_

Incorporated area? Yes  No  If yes, mayor's name \_\_\_\_\_

If no, county judge's name \_\_\_\_\_

If unincorporated area, name closest city or town and distance \_\_\_\_\_

Amount for which you are applying \$ \_\_\_\_\_

Amount to be provided by the community \$ \_\_\_\_\_

Total project cost \$ \_\_\_\_\_

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What is the project for which you are applying? (Briefly describe)

Why is the project needed and will this project have an impact on tourism and economic development in the area? If so, please explain?

Will the project improve the access area for hunting and fishing in the surrounding area? If so, explain.

**Will this facility be open for public use?**

**Will the proposed improvements have an appeal to Arkansas youth? If so, explain?**

**Will the proposed improvements meet with the guidelines under the Americans with Disabilities Act? If so, explain?**

**Is there easy accessibility to the project/facility? If so, explain.**

**Who was involved in the development of this proposal? (List individuals, local organizations, community groups, etc.)**

**Who will be the beneficiaries of this project and how will they benefit? List organizations and groups to use project and purpose.**

Describe any site preparations made prior to making this application. (If none, state "none")

What funding and other resources will be used to maintain and operate the project in the future?

Have you collaborated with any other funding sources to help pay for this project? Yes  No   
If so, please list the names and the collaboration efforts.

Name the closest comparable facility and distance from this project.

The Wildlife Recreation Facilities Grant Committee may recommend funding the full amount requested or a partial amount. Describe the priority order of your proposed project and the minimum you consider necessary to complete a viable project.

List other equipment, facilities, and other resources currently being used that are relevant to your application and what condition they are in.

COST ESTIMATE BREAKDOWN

Please itemize the cost estimate for the project below as much as possible. You may add extra sheets if necessary. Backup documentation for each line, including in-kind materials and labor, is required (professional estimates, catalog pages, letters of intent to donate, etc.)

<u>Item</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL PROJECT COST	\$\$ _____

List the name, address, phone and fax numbers of one primary contact person who is knowledgeable about the project and of the mayor/county judge signing off on the grant

NOTE: The individual listed in column one will receive all correspondence regarding application status in addition to the county judge or mayor.

	Primary Contact	Mayor/County Judge
Contact Name	(1) _____	(2) _____
Title	(1) _____	(2) _____
Mailing Address	(1) _____	(2) _____
City, State, Zip	(1) _____	(2) _____
Day Phone	(1) _____	(2) _____
Evening Phone	(1) _____	(2) _____
Fax	(1) _____	(2) _____
Email Address	(1) _____	(2) _____

With my signature below, I do hereby certify that I have read, understand, and support the above application for grant funds through the Wildlife Recreation Facilities Grant. I further certify that I have read, understand, and agree to abide by the rules and regulations governing the grant programs.

\_\_\_\_\_  
Signature of County Judge/Mayor / Date Signed

\_\_\_\_\_  
Signature of Contact Person / Date Signed

Please carefully review the application and be sure that you have completely answered every question. This document must be postmarked with all backup documentation required no later than 4:30 p.m. on the application deadline. The Department of Rural Services must receive an original copy along with 1 copy. FAXES WILL NOT BE ACCEPTED. Please mail applications to:

Wildlife Recreation Facilities Grant  
101 East Capitol, Suite 202  
Little Rock, AR 72201

# CERTIFICATION LETTER

Date \_\_\_\_\_

Wildlife Recreation Facilities Grant  
c/o Department of Rural Services  
101 East Capitol, Suite 202  
Little Rock, AR 72201

Dear Members of the Arkansas Rural Development Commission:

On behalf of the city/community of \_\_\_\_\_, I am writing to request your assistance in securing a state grant under the Wildlife Recreation Facilities Grant. Proceeds from the \$\_\_\_\_\_ grant, if awarded, will be used for the following project, as outlined in the enclosed application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I designate myself, Mayor/County Judge of \_\_\_\_\_ as the person ultimately responsible for the administration of the state grant, if awarded. The City/County agrees to operate and maintain the facility for a minimum of 10 years. Project funds from all sources will be expended through a fund established on the books of the city/county of \_\_\_\_\_, and all project expenditures with invoices and cancelled checks attached, in addition to copies of all application materials, will remain on file in the Mayor/County Judge's office for three years or until audited (whichever is later), to assure that funds were used for the purposes for which they were made available.

If additional information is needed concerning this project, please feel free to contact me or the project's primary contact person (name) \_\_\_\_\_ at (phone number) \_\_\_\_\_.  
Thank you for your consideration.

Sincerely,

Mayor \_\_\_\_\_

County Judge \_\_\_\_\_

City \_\_\_\_\_

County \_\_\_\_\_

Phone Number \_\_\_\_\_

Phone Number \_\_\_\_\_

**RESOLUTION PASSED BY CITY COUNCIL/QUORUM COURT**

**Note: This is a sample copy of a resolution intended to assist grant writers in knowing what to submit. All Resolutions must be notarized by the local governing official.**

**RESOLUTION # \_\_\_\_\_**

Be it resolved by the City Council/Quorum Court of \_\_\_\_\_, State of Arkansas a resolution entitled: \_\_\_\_\_

A Resolution authorizing the Mayor of \_\_\_\_\_ Town or the County Judge of \_\_\_\_\_ County to apply for a grant on behalf of the \_\_\_\_\_ Community.

Whereas, the \_\_\_\_\_ City Council/Quorum Court has determined that the \_\_\_\_\_ Community meets eligibility requirements necessary to apply for a grant under the Wildlife Recreation Facilities Grant; and

Whereas, the \_\_\_\_\_ Community has presented plans to (description of project) \_\_\_\_\_; and

Whereas, the City Council/Quorum Court of \_\_\_\_\_ recognizes the need for the project, concurs its importance, and supports the \_\_\_\_\_ Community in its efforts to proceed with the same; and

Therefore, be it resolved, that the Mayor/County Judge of \_\_\_\_\_ is hereby authorized to submit an application of formal request to the Arkansas Rural Development Commission for purposes of securing state grant funds in the amount of \$ \_\_\_\_\_ to aid and assist the \_\_\_\_\_ Community in executing the proposed project described herein and that the Mayor/County Judge or Recorder/Treasurer of \_\_\_\_\_ is further authorized to administer the grant funds for the same project.

**THIS RESOLUTION ADOPTED IN REGULAR SESSION \_\_\_\_\_**  
Date

**APPROVED:** \_\_\_\_\_  
Signature of Mayor or County Judge

\_\_\_\_\_  
Typed name of Mayor or County Judge

**ATTEST:** \_\_\_\_\_  
Signature of City or County Clerk