SUBJECT: Small Community Program Policy – Development Only

EFFECTIVE DATE: 12/30/09

REVISED: 12/5/2018; 10/21/2019

BACKGROUND: The Keystone Recreation, Park and Conservation Fund Act (Act 50 of 1993) authorizes DCNR to award grant funds with smaller match requirements to Commonwealth municipalities with a population of 5,000 or less. This policy outlines the priorities and requirements of the Small Community Program.

POLICY: Commonwealth municipalities with a population of 5,000 or less, as documented in the most recent U.S. Census, are eligible to receive grant funds for rehabilitation and/or new development of basic outdoor recreation and park facilities under the Small Community Program. Eligible municipalities may request a minimum of $50,000 and a maximum of $70,000 in grant funds. The required match is calculated based on the grant award amount. Eligible municipalities are strongly encouraged to request the maximum grant amount to ensure compliance with program requirements and successful completion of the project.

Small Community Program Priorities and Requirements:

- **Priorities:** Grants are available for the rehabilitation and/or new development of basic outdoor recreation and park facilities that provide a high level of recreational value. The project site must be owned or controlled by the eligible municipality and open to the public. The grant-funded project must be complete and functional and comply with current safety and ADA design standards (accessible routes, parking, amenities, etc.).

- **Separation of Project Costs:** The funding legislation requires the separation of costs for Professional Service Fees, Materials/Equipment, and Labor related to all Small Community Program projects. The detailed budget form submitted with the grant application and the final project accounting must itemize costs for all elements. Lump sums will not be accepted.

- **Total Project Costs:** Total Project Costs include professional service fees and construction costs paid with both grant funds and the required match. The Total Project Costs for a Small Community Program project cannot exceed $110,000. Municipalities with large and complex projects exceeding $110,000 in total project costs should apply for Park Rehabilitation and Development (PRD) grant provided by DCNR.
• **Professional Service Fees:** Professional Service Fees may include design costs associated with the development of drawings and specifications by a licensed architect, landscape architect, or engineer; bid advertisements and postage; construction observation; property surveys; solicitor/attorney fees; permitting fees; etc.

  o $10,000 of the grant award is earmarked for Professional Service Fees only and does not require a match. This $10,000 cannot be used for Materials, Equipment, or Labor Costs. The unused balance will be returned to DCNR or disencumbered from the Grant Agreement.

  o Professional Service Fees exceeding $10,000 may also be considered for reimbursement. Total reimbursement of Professional Service Fees is limited to a maximum of 20% of the total eligible construction costs.

  o In small communities where capacity may be limited, the Professional Service Fees allowance is intended to support a greater leadership role by a design consultant to ensure compliance with program requirements and successful completion of the project. Roles and responsibilities may include: Community and Municipal Leader Engagement; Grant Management Oversight; Construction Management and/or Observation.

• **Materials, Equipment, and Labor Costs:** At least $17,000 of the grant award must be used for Materials/Equipment Costs and does not require a match. The balance of the grant award may be used for Professional Services Fees (maximum of 20% of total construction costs), Materials, Equipment, and/or Labor Costs. Match may be pre-approved cash, non-cash value, or a combination of both.

• **Small Community Program Grant Examples:** Eligible municipalities may request a minimum of $50,000 and a maximum of $70,000 in grant funds. The first $30,000 in grant funds does not require a match. Grant funds in excess of $30,000 require a $1 for $1 match. Examples are as follows:

<table>
<thead>
<tr>
<th>DCNR Grant</th>
<th>Match Requirement</th>
<th>Total Project Costs (Grant + Match)</th>
<th>Eligible Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000</td>
<td>$20,000</td>
<td>$70,000</td>
<td>PSF $10,000</td>
</tr>
<tr>
<td>$60,000</td>
<td>$30,000</td>
<td>$90,000</td>
<td>PSF $10,000</td>
</tr>
<tr>
<td>$70,000</td>
<td>$40,000</td>
<td>$110,000</td>
<td>PSF $10,000</td>
</tr>
</tbody>
</table>

* $PSF = Professional Service Fees
* $Mat = Materials
* $Equip = Equipment
* $Labor = Construction Labor
• **Grant Request Less Than $50,000:** A grant request for less than the minimum of $50,000 will be considered on a case-by-case basis. Prior to the grant submission deadline, the Applicant must discuss the project proposal and grant program requirements with the appropriate DCNR Regional Advisor. The DCNR Regional Advisor is then responsible for notifying Central Office Staff of the request and reaching consensus on project viability.

**Additional Considerations:**

- Municipalities that are eligible for a Small Community Program grant, based on population, are not required to apply under the program. Municipalities are eligible for several different funding programs offered by DCNR, each with unique requirements. Municipalities should consult the appropriate DCNR Regional Advisor to discuss potential projects and determine the most appropriate funding opportunity.

- If an eligible municipality applies for a Small Community Program grant, they may not also apply for a Park Rehabilitation and Development (PRD) grant in the same grant cycle.

- Trail Development, Planning, and Land Acquisition projects are ineligible for grant funding under the Small Community Program.

- If selected for grant funding, upon receipt of a fully executed Grant Agreement, the Grantee may submit a completed Partial Payment Request form for 50% of the grant award. All payments are subject to the Grant Agreement Terms and Conditions.

- DCNR reserves the right, at its sole discretion, to implement Small Community Program pilot projects as alternate funding sources become available.

This policy remains in effect until revised or rescinded.