

RESOLUTION NO. 31-07
A RESOLUTION ESTABLISHING A MASON COUNTY PARKS AND TRAILS DEPARTMENT
PARK DEVELOPMENT PARTNERSHIP PROGRAM.

WHEREAS, Mason County operates a Parks and Trails Department, and

WHEREAS, the Mason County Parks and Trails Comprehensive Plan was adopted by the Board of County Commissioners in 2006, and

WHEREAS, the Park Development Partnership Program was incorporated into the Parks and Trails Comprehensive Plan, and

WHEREAS, the purpose of the Mason County Parks and Trails Department Park Development Partnership Program shall be to encourage partnerships in Mason County to plan, construct, reconstruct, repair, rehabilitate and improve public parks serving persons located within Mason County, and

WHEREAS, the maximum partnership program award will be \$50,000 and will be funded annually at the discretion the Board of County Commissioners utilizing Real Estate Excise Tax (REET II) funds, and


WHEREAS, policies and an application process for the Park Development Partnership Program have been developed to administer the program;


NOW, THEREFORE BE IT RESOLVED by the Board of Mason County Commissioner that the Mason County Parks and Trails Department Park Development Partnership Program shall be established and shall be implemented in 2007 – see Attachment: Park Development Partnership Program Policies and Application Materials;

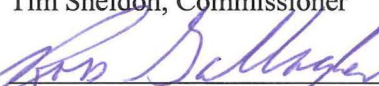
BE IT FURTHER RESOLVED, that a public park shall be defined as any structure, facility, or field that is intended to be used primarily for parks and recreation purposes.

Signed this 20th day of March, 2007.

BOARD OF MASON COUNTY
COMMISSIONERS


Lynda Ring Erickson, Chairperson

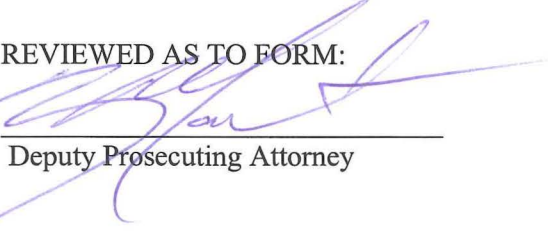

Tim Sheldon, Commissioner


Ross Gallagher, Commissioner

ATTEST


Rogers, Clerk of the Board

REVIEWED AS TO FORM:


Deputy Prosecuting Attorney

**Park Development Partnership Program
Mason County Parks and Trails Department
Program Policies and Project Selection Guidelines**

Section I.

Introduction and Background:

The General Purpose of the Park Development Partnership Program

The Mason County Board of Commissioners adopted basic criteria to define the purpose of the "Park Development Partnership Program":

1. The funds shall be made available to **plan, construct, reconstruct, repair, rehabilitate, and improve public parks** serving persons located within Mason County.
2. A public park is defined as any structure, facility or field that is intended to be used primarily for park and recreation purposes.

In addition, the Commissioners request that this program do the following:

3. Encourage the leveraging of funds from other sources through community partnerships;
4. Hold an annual request-for-proposal (RFP) process to solicit project proposals from throughout Mason County.

Section II.

**Park Development Partnership Program: Encouraging Community
and Public Partnerships**

Public parks are already the focus of many recreation activities. Sometimes a park facility has fallen into disrepair and needs only a modest investment to rehabilitate it (and perhaps a commitment from a local organization or the community to help maintain it) in order for the facility to be usable again by the public. Other public park lands have the same potential for recreational use with a modest investment. These policies stress a partnership between public entities with suitable property and the surrounding community or neighborhoods including community recreation organizations.

A. Eligible Activities

The funds will be available to **plan, construct, reconstruct, repair, rehabilitate, and improve public parks** serving persons located within Mason County. Funds are not available for design work (architectural/engineering services) or permits.

Projects located on publicly owned property are emphasized and the application must be made by a public entity. Such property may include that which is currently owned by schools, a city or the County, utility districts, and other public entities.

Maximum Award: **\$50,000** (per project)

B. Eligible Geographic Areas

Any area in Mason County is eligible.

C. Eligible Applicants/Recipients

Because this program emphasizes partnerships, applications for projects occurring on publicly owned property must be jointly submitted by a community group or recreation organization and a specific public entity. The partners must develop a use agreement to govern the use of the property and assign responsibilities. The general public must have access to the facilities. Mason County will reserve the right to review and recommend changes to the agreement for a funded project. Agreements must be finalized prior to contracting and release of funds.

Mason County will contract with the public entity for distribution of funds.

D. Matching Requirements

Because the program is designed to leverage funds from other sources, there is a matching requirement for all projects. Projects that provide more match will generally score or rate better. Projects must have at least a 10% match of the overall project cost estimate. Match will be evaluated based on its adequacy in completing a quality project more than simply meeting the program requirements.

Match Criteria:

- Timing is important. Match resources must only be used after the project is actually awarded a notice to proceed. Applicants must keep records of all match expended. Once under contract recipients will be asked to report on match expended.
- A match may include cash, volunteer labor, donated supplies, equipment, or professional services such as plans, design work, etc.
- A portion of the total resources provided as match must come from the community or recreation organization itself and must be easily identifiable as resources independent of those provided by the partnering public entity.(City, port district, school district, local government, etc.).
- At least 50% of the total match must come from the public entity.
- All volunteer labor will be valued at \$15 an hour. Volunteer time devoted to fundraising and completing the project application is **not** considered part of the match.
- Professional services shall be valued at the reasonable and customary value of the product or service contributed by the professional to the proposed project. Any professional services claimed as a match must be directly related to the project.
- Other assistance or funds (unrelated to this grant program) from Mason County will not be accepted as part of a match.

- The amount and type of match must be appropriate to the needs of the proposed project. The applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the proposed project.
- Match contribution may be pledged by donors as opposed to being actually collected and in-hand. However, the pledged match must be secure; that is, the applicant must have evidence to support each element of the match from each donor.
- All applications will be checked against the list of match requirements. If the match, as described in the application, does not meet this definition, the application may be considered ineligible.

Section III. Evaluation and Rating Criteria

Proposed projects which meet the match requirements above will be evaluated and rated based on the criteria below:

Mason County evaluates proposals using an evaluation team (four – five members) consisting of Mason County Parks staff and members of the Parks Advisory Board. The evaluation team will assess each project principally on the criteria shown on the table below.

Applicants, using a computer and printer (or equivalent) must respond to the questions individually.

1. Use white, 8 1/2 x 11-inch paper with one-inch margins.
2. Use a regular typeface, such as Arial or Times Roman, 12-point size.
3. At the top of each page, print: application name, project name, and date written.
4. **The total of all evaluation responses must not exceed three single-sided pages.**
5. In order, print the question's number, followed by the question, and then the response. Each question must have its own separate answer.
6. The addition of photographs of the project site is encouraged to provide evaluators with a visual image of the project. (pictures may be in addition to the 3 page printed application).

Park Development Partnership Program

Number	Item	Points
1	Need of the project.	0 - 10
2	Need satisfaction - fulfillment	0 - 10
3	Project design and management.	0 - 10
4	Readiness to proceed	0 - 5
5	Cost benefit	0 - 5
6	Project support.	0 - 5
7	Matching shares	0 - 10
8	Use Agreement	0 - 5

	Total Points Possible	60
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SCORING CRITERIA FOR PARTNERSHIP PROJECTS

A. Need: How great is the need for improved parks and recreation facilities?

Does the project address a current deficiency for recreation facilities?

+ 0 to 10 points

No or very weak need established (0 – 2 points)
Fair to moderate need established (3 – 5 points)
Strong need established (6 – 8 points)
Very high – exceptional need established (9 – 10 points)

B. Need satisfaction - fulfillment. To what extent will the project satisfy the area needs of the service area identified in question 1, “Need?”

+ 0 to 10 points

No or very weak need satisfaction established (0 – 2 points)
Fair to moderate need satisfaction established (3 – 5 points)
Strong need satisfaction established (6 – 8 points)
Very high – exceptional need satisfaction established (9 – 10 points)

C. Project Design and management. Is the proposal appropriately designed and organized for intended uses and users?

Proposed project is well planned, well designed, and ready for implementation:

+ 0 to 10 points

Poor evidence presented or the design is inappropriate (0 – 2 points)
Below average – moderate (3 – 5 points)
Good – design is adequate or reasonable..... (6 – 8 points)
Very good – excellent – design is outstanding. (9 – 10 points)

D. Readiness to Proceed. Is the applicant prepared to begin the project?

Proposed project is ready to move along quickly.

+ 0 to 5 points

Very large barriers exist that will delay the project (0 points)
Substantial or significant barriers exist (1 – 2 points)
Minimal or ordinary barriers exist to delay the project (3 – 4 points)
No barriers exist to delay the project (5 points)

E. Cost Benefit. Do the benefits of the project outweigh the costs?

The proposed benefit of the project far outweigh the costs.

+ 0 to 5 points

No evidence of benefit presented (0 points)
Little to modest evidence of a mild net benefit (1 – 2 points)
Adequate to strong evidence of a good net benefit (3 - 4 points)
Substantial evidence of an exceptional net benefit (5 points)

F. Project Support. To what extent do the users and public support the project?

The proposed project is supported by the users and public. Documented by letters of support, public testimony, positive media coverage, etc.

+ 0 to 5 points

No or very weak evidence of support presented (0 points)
Minimal or fair specific evidence of support (1 – 2 points)
Moderate or good support (3 points)
Exceptional – overwhelming support (4 – 5 points)

G. Matching Shares. To what extent will the applicant match the County Funding with contributions from it's own resources?

More support of the project by the applicant will be scored higher to maximize the leveraging of County funding.

+ 0 to 10 points

0 to 9% of projects value will be contributed by the applicant..... 0 points
10% to 15% of the project value will be contributed by the applicant2 point
16% to 25% of the project value will be contributed by the applicant 4 points
26% to 35% of the project value will be contributed by the applicant 6 points
36% to 45% of the project value will be contributed by the applicant 8 points
Over 46% of the project value will be contributed by the applicant 10 points

H. Use Agreement.

The proposed use and maintenance agreement is reliable and sufficient:

+ 0 to 5 points

Maximum points will be awarded to projects with agreements that clearly delineate responsibilities for scheduling, maintenance, replacement of worn/broken material or parts, including labor and cost.

A long-term use agreement must be in place between the partners. Use Agreement will include a term for facility maintenance, public access, and recreation programming.

<u>Range \$\$\$</u>	<u>Years</u>
0-14,999	5
15,000-29,000	8
30,000-50,000	10

- No evidence of agreement presented (0 points)
 An agreement presented with very few details (1 – 2 points)
 Adequate to strong agreement with some detail (3 - 4 points)
 Evidence of an agreement that meets program expectations (5 points)

Section IV.

How Award Decisions will be made

Mason County staff and the evaluation committee will evaluate the applications and rank them by score. The Mason County Board of County Commissioners will review the evaluations and scoring. Using a projection of total funds available, the Commissioners will recommend which projects should receive funds. The Mason County Board of County Commissioners will make the final decisions.

Legal and Contractual Requirements

The Mason County Board of County Commissioners decision is not yet notice to proceed. Spending authority comes through a Mason County contract.

Mason County will contract with the public entity. At the time of contracting, the following items apply:

1. A long-term use agreement must be in place between the partners. The use Agreement will include a term for facility maintenance, public access, and recreation programming.

<u>Range \$\$\$</u>	<u>Years</u>
0-14,999	5
15,000-29,999	8
30,000-50,000	10

2. All necessary construction permits required by the appropriate jurisdiction must be obtained or identified and being applied for.
3. Certificate of Insurance. The agency will note Mason County as additional insured during the contract period and supply Mason County with a certificate of insurance that includes appropriate levels of insurance as noted in the contract.
4. State prevailing wages may apply. This may impact a project's proposed budget.

Park Development Partnership Program

2007 Application

**Mason County Parks and Trails Department
P.O. Box 2286
Shelton, WA 98584
360-427-9670, ext. 669**

The Park Development Partnership Program provides matching grant funds to **plan, construct, reconstruct, repair, rehabilitate and improve parks** in Mason County. To be eligible for funding, community organizations and public entities must have an established a partnership. Public entities include, but necessarily be limited to: school districts, utility districts and cities. The public entity must submit the application.

Successful projects consist of good planning and cooperation between the parties. The ability to demonstrate community need and impact of the project, and the ability to manage and complete the project in a timely fashion within budget are key elements of a strong application. Please carefully read all policies and application materials before you begin filling out the application.

Thank you for your interest in working to improve parks and recreational opportunities for the residents of Mason County.

Please Note:

- Funds can only be awarded to projects located in Mason County, Washington.

2007 Park Development Partnership Program

Project Information.				
1. Title of Proposed Project --be concise but descriptive, e.g., Oak Tree Park Basketball Court:				
2. Project Location --provide an address and enough information for staff to find the specific project location:				
3. Proposed Use of Funds --Summarize in one or two sentence what the funds would be used for:				
4. Project Cost: Please list a project budget with funds requested and the project match.				
	(a)	Program funds requested	\$	
	(b)	Total match	\$	
	(c)	Total Project Cost:	\$	

5. Public Entity Co-applicant Agency and Address:	Authorized signature approving application submittal:
Agency Name:	<div style="border-bottom: 1px solid black; text-align: center; height: 30px;">Signature</div>
Address:	<div style="border-bottom: 1px solid black; text-align: center; height: 30px;">Name and Title</div>
City, State, Zip:	
Project or Grant Manager: this must be someone available to answer questions about the project.	Name
Phone:	Email:

6. Co-Sponsoring Community Organization Name and Address:	Authorized signature approving application submittal:
Agency Name:	<div style="border-bottom: 1px solid black; text-align: center; height: 30px;">Signature</div>
Address:	<div style="border-bottom: 1px solid black; text-align: center; height: 30px;">Name and Title</div>
City, State, Zip:	
Project or Grant Contact: this must be someone available to answer questions about the project.	Name
Phone:	Email:

7. Matching Funds for the Project (including cash, volunteer labor, donated supplies, equipment or professional services).				
Source	Check one: Committed	Pending	Amount	Date Available
a. _____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____
c. _____	_____	_____	_____	_____
Total Matching Funds			\$	

10. Insurance Coverage - Funded project Public Entity Co-sponsors will be asked to provide proof of the following insurance coverage.

Please check the appropriate box below to indicate if your organization can obtain each type of coverage. (Waivers may be granted in some instances.)

	Agency can obtain this coverage	Agency cannot obtain this coverage
(1) <u>Public Liability Insurance</u> - \$1,000,000 personal injury and property damage	_____	_____
(2) <u>Worker's Compensation Coverage</u> - as required by the State of Washington	_____	_____
(3) <u>Professional Liability</u> - Only required when providing professional services, \$1,000,000 errors and omissions.		

HAVE YOU...

- | | | | |
|-----|---|-----------|----------|
| (1) | Answered all questions in the form and submitted application not to exceed three typewritten pages? | _____ Yes | _____ No |
| (2) | Attached all necessary attachments including draft Use and Maintenance Agreement or letter of intent to enter into Use and Maintenance Agreement? | _____ Yes | _____ No |
| (3) | Signed the application (authorized representative)? | _____ Yes | _____ No |
| (4) | Made copies of the application and prepared <u>one original and three copies for submittal</u> ? | | |

Please submit the original and three (3) copies of the application to the following address by 4:30 p.m. May 11, 2007:

Mason County Parks – Park Development Partnership Program
East 2100 Johns Prairie Road
P.O. Box 2286
Shelton, WA 98584