

Arapahoe County Open Spaces

2017 GRANTS TRAINING



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Open Space Resolution



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Grants Program Overview

The Arapahoe County Open Space Resolution states that Open Space grant funds are invested throughout Arapahoe County communities using 12% of the annual sales and use tax revenue. The goal is to fund eligible, projects which address local needs for open space, parks and trails. Eligible entities for grant funding include all incorporated municipalities within the County and outdoor recreation-oriented special districts.

Since 2005, Arapahoe County has invested over \$28 million in 172 merit-based projects, in partnership with 24 communities county-wide to enhance trails, open space and parks.

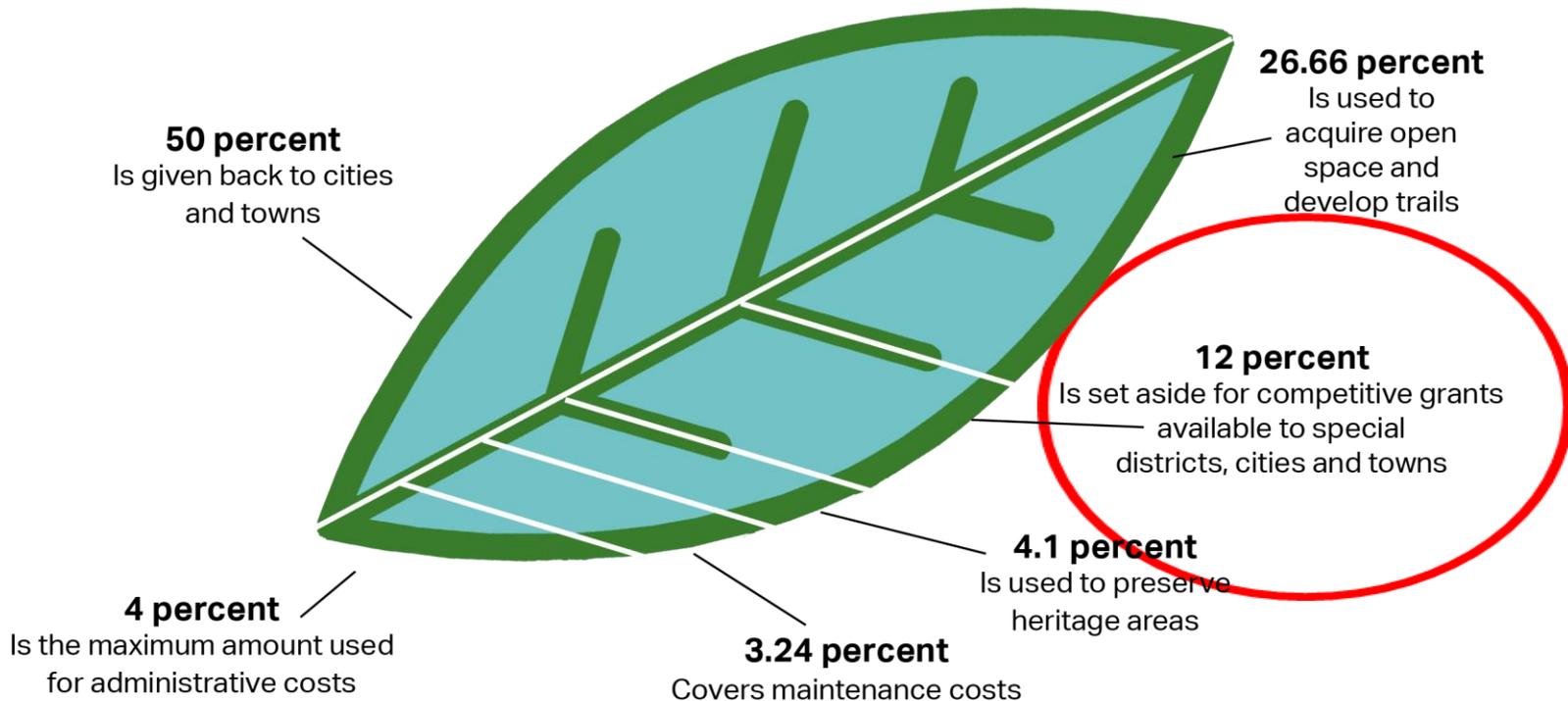
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Arapahoe County Open Space Funds



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Revenue from the Open Space sales tax is designated for specific uses per the voter-approved resolution. Here is a breakdown of how funding is spent.



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2016 Arapahoe County Open Space Grant Awards



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Spring Grant Cycle

Standard Grants:

- \$400,000 to City of Littleton for *Phase I River Integration and Hudson Gardens*
- \$282,029 to City of Littleton for *Runyon Elementary School Playground Renovation*
- \$236,800 to City of Englewood for *Rotolo Park Playground Renovation*
- \$200,000 to City of Aurora for *Aurora Sports Park Expansion Pedestrian and Traffic Safety*
- \$187,500 to City of Greenwood Village for *Greenwood Gulch Trail Crossing Improvement*
- \$90,900 to City of Englewood for *Englewood Parks Gateway Enhancements Phase II*
- \$400,000 to South Suburban Park and Recreation District for *Charlie Emley Park Improvements*
- \$400,000 to South Suburban Park and Recreation District for *Sterne Park Playground and Restroom Renovation*
- \$137,252 to City of Aurora for *Citywide Trail Amenities and Wayfinding Improvements Phase I – Toll Gate Creek*
- \$304,000 to Cherry Creek Vista Park and Recreation District for *Windemere Park Construction*

Planning Grants:

- \$56,700 to Town of Bennett for *Kiowa Creek Trail Planning Phase II*
- \$24,200 to Byers Park and Recreation District for *Byers Community Park Renovation Phase III*
- \$50,000 to City of Sheridan for Phase II Planning Grant for *Bear Creek Trail/Lowell Blvd Crossing*
- \$50,000 to City of Centennial for *Open Space, Trails and Recreation Master Plan Update*
- \$45,000 to Cherry Creek Vista Park and Recreation District for *Cherry Creek Vista II Park Site Plan*

Small Grants:

- \$40,000 to City of Cherry Hills Village for *High Line Canal Trail Connection*
- \$35,000 to City of Greenwood Village for *Outdoor Exercise Equipment for Seniors*
- \$27,000 to City of Cherry Hills village for *High Line Canal Trail Resurfacing*

Fall Grant Cycle

Trails Grants:

TBA 12.6.2016



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Program Eligibility



Eligible Applicants: Local governmental agencies in Arapahoe County may apply for grant funds, including:

- Incorporated Municipalities
- Recreation Districts
- Special Districts authorized to provide recreational services.

Eligible Projects: Projects should support Arapahoe County's funding priorities for outdoor recreation: land acquisition, park or open space improvements, trail construction or site renovation.

Minimum Qualifications: Projects must meet minimum qualifications to include:

- Inclusion and acknowledgment of all required documents.
- Required forms and attachments.
- Status of good standing with Arapahoe County Open Space.
- Project alignment with the Arapahoe County Open Space Master Plan; local adopted Master Plan; or other approved planning documents.
- Project addresses specific objectives in the County Open Space Resolution #030381/#110637.

2017 Spring Opportunities



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Grant Cycles, Project Categories and Timeline

Minimum cash match requirement is a % of the total project amount, NOT the grant amount

Spring 2017 Cycle: *Applications Due Friday, February 3, 2017 by 3:00pm*

Three (3) grant categories are available for application and announced annually in November.

- **Standard Grant:** \$50,100 - \$300,000 funding opportunity, 25% of total project amount is required for minimum cash match
- **Small Grant:** \$100 - \$50,000 funding opportunity, 10% of total project amount is required for minimum cash match
- **Planning Grant:** \$100 - \$100,000 funding opportunity, 10% of total project amount required for minimum cash match

The application cap for Spring 2017 is as follows: Applicant may submit up to three (3) applications per entity, with a maximum of 2 standard grant applications per entity, per cycle.

The anticipated amount of funding to be awarded per category is as follows:

- Standard Grant: 6 or More projects, maximum of \$300,000 per award
- Small Grant: 4 projects, maximum of \$50,000 per award
- Planning Grant: 5 projects, maximum of \$100,000 per award

In the 2017 Spring Cycle a maximum of \$2.5 M will be awarded.

*Flexibility exists between the grant categories up to the maximum \$2.5 M disbursement.

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2017 Fall Opportunities



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Fall 2017 Special Cycle: The Fall cycle will offer a \$1 M Active Recreation grant round that focuses on playgrounds and ballfields. Applications available June 2017. Applications are due August 25, 2017 by 3pm.

Two (2) grant categories will be available for application.

- **Large Active Recreation Grant Awards:** \$101,000 - \$450,000, 25% total project cost minimum cash match
- **Small Active Recreation Grant Awards:** \$1,000 - \$100,000, 10% total project cost minimum

*Both project categories will compete in the same pool for the \$1 M.

Project Type: Applications can be submitted for eligible active-recreation projects. Additional eligibility details will be available by June 2017.

The maximum number of applications per entity is one (1) per cycle.

Maximum grant projects to be awarded per category in Fall 2017:

- Active Recreation Grants: 2 or More, up to allocated \$1 M

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2017 Timeline

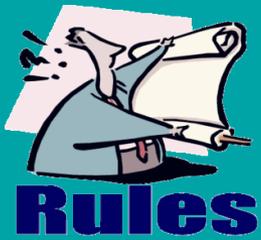


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Projected 2017 Timeline:

Spring Cycle Announcement	November 1, 2016
Grant Training (mandatory for applicants)	November 2, November 3, 2016
Spring Cycle Applications Due	February 3, 2017 @ 3 pm
Spring Grant Evaluation and Site Tours	February – April 2017
OSTAB and BOCC Evaluation and Approval	April - May 2017*
Spring Award Announcements	End of May - June 2017*
Grant Awards and Shareback Ceremony	End of June 2017
Spring Award IGA Execution (w/in 60 days of award notification)	June – August 2017*
Spring Project Start Dates	June – August 2017*
Fall <i>Special</i> Cycle Announcement	June 2017
Grant Training Materials (not in-person)	June 2017
Fall <i>Special</i> Cycle Applications Due	August 25, 2017 @ 3pm
Fall <i>Special</i> Cycle Award Announcement(s)	December 2017 – January 2018*
Fall Award IGA Execution (w/in 60 days of award notification)	December 2017 – February 2018*
Fall Project Start Dates	December 2017 – February 2018*

**Dates are projected and ultimately based on BoCC meeting schedules.*



Application Format



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Format and Guidelines:

- The grant application and application forms are provided in Microsoft Word and Microsoft Excel.
- Applicants must fully complete all sections (Part A – Part G) of the application.
- Please follow Instructions and formatting requests
- Customizing the length and response content in the application is ALLOWED.
- Please DO NOT change or customize the formatting of templates, tables, sequencing, or required information.
- Application content should be formatted in **12pt Calibri font**. **Please do not underline, italicize, or bold text**. Applicant may bold questions in Section F. Application pages, section headers, attachments and forms are required to be submitted in order.
- The response of “N/A” or “Not Applicable” is not an acceptable answer. If the question does not apply then tell us why/how it does not apply.
- Supporting documentation is required to meet minimum qualifications.

Applications will be evaluated and ranked by Evaluators in each category. Awards will be recommend based on rank and available funds. Please follow the application instructions and contact the County Grants Program Administrator, Lindsey Miller, if you have any questions.

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Submission Information



Spring 2017 Application Due Date:

Applications must be **RECEIVED prior to 3:00 p.m. Friday, February 3, 2017.**

Fall 2017 Special Active Recreation Cycle Application Due date:

Applications must be **RECEIVED prior to 3:00 p.m. Friday, August 25, 2017.**

Applications must be mailed or delivered to the below address and received prior to deadline.

Arapahoe County Open Space

Attn: Lindsey Miller, Grants Program Administrator

6934 S. Lima Street, Suite A

Centennial, CO 80112

All of the following information must be included in the submission to meet minimum qualifications.

Final Application should include:

One unbound, binder clipped, original application

One unbound, binder clipped, copy of the application

One labeled thumb drive containing all application material: complete application in pdf, high resolution photos in jpeg, maps in pdf or jpeg files.

Non-compliance with application and submission instructions will cause the application to be returned without evaluation for failure to meet minimum qualifications.

Grant Application



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Part A: Application Summary Form must be completely filled out and included in the application. *See example below*

2017 Arapahoe County Open Space Grant Application *for Standard and Small Grants*
Part A – Application Summary Form

Applicant Information	
Name:	
Address:	
Primary Contact:	Title:
Telephone:	
Email:	
Primary Partner Information <i>(Additional partners should be discussed in Part F)</i>	
Name:	
Address:	
Contact:	Title:
Telephone:	
Email:	
Partner Responsibilities:	
Project Information	
Grant Category:	
Project Type:	
Project Title:	
Address:	
City or Unincorporated Arapahoe County:	
GPS Coordinates (must be in decimal degrees): Example: Dove Valley Regional Park Decimal Degree GPS coordinates are as follows: Latitude 39.5755826, Longitude -104.82603899999998	
Grant Request:	
Cash Match Total:	Percentage of Total Project:
Total Project Amount:	
Executive Summary project description, deliverables, components, need, goal, beneficiary, planning, community input, results	

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Grant Application



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Part B: Minimum Qualification and Eligibility Form must be completed in its entirety and signed by the agency's highest authority.

This is the ONLY signature page
in the application!



Highest
Authority
Signature

APPLICANT: _____
PROJECT TITLE: _____

Part B – Minimum Qualification and Eligibility Form

Certify the below minimum qualifications and eligibility criteria:

Applicant Name: _____
Application Category and Type: _____
Project Name: _____

Briefly answer the following qualification questions:

1. Is applicant in good standing with Arapahoe County Open Space? Discuss past performance (past five years); discuss all on-going Arapahoe County Open Space Grants, and the number and types of grants for which your agency is applying in this cycle.
2. Discuss project alignment with the Arapahoe County Open Space Master Plan; local adopted Master Plan; **OR** other approved planning documents.
3. Describe how this project addresses specific objectives in the County Open Space Resolution #030381/#110637. *Document is posted on the Open Space Grant Program page of the County Website.*

Acknowledge the minimum qualification components listed below by checking each box. All components are required to meet minimum qualifications:

- All items on the enclosed application checklist are included in the application
- All questions are answered in Part F and all supporting documents are attached in Part G
- All budget forms are attached and complete
- Application format and document order follow instructions
- Above eligibility and qualification questions are answered and meet Arapahoe County Open Space eligibility requirements
- Application is signed by agency's highest authority
- Minimum cash match requirement met (% of total project)

Applicant certifies that all of the above items are included in the application and that all information submitted is true to the best of their knowledge.

Authorized Signature: _____ Date: _____
(must be signed by highest authority in agency)
Print Name & Title: _____

Grant Application



Part B (cont'd): Minimum Qualification and Eligibility

Status with Arapahoe County Open Space Program:

- The applicant must be considered by the County to be “in good standing” and eligible for funding based on performance with current and/or past open space grant agreements.
- Evidence of compliance is determined by the County and is associated with required reporting, timeliness of project completion, major project delays leading to non-completion, multiple requests for extensions of time for completion, failure to comply with signage requirements, poor site maintenance, violation of a conservation easement agreement, refusal to acknowledge funding source, etc.

Minimum Qualification Components: All of the minimum qualification components must be met or the application is ineligible for evaluation and funding. Please double check your narratives, attachments, and checklist to assure that all of the required items are included in your application. Please take advantage of the early review (discussed later).

Grant Application



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Part C: Application Checklist

The application checklist provided in Part C of the Application is used to verify that all of the required documents are included in the application and provided in the order listed below. All sections are required (in order) to meet minimum qualifications.

Make sure the application material is in this order.

Part C – Application Checklist

Use the application checklist to verify that all of the required documents are included in this application in the order listed below. All sections are required and must be complete to meet minimum qualifications. One original signed application and one copy must be included for all sections below. Part A through Part G of the Checklist must be included as one complete pdf document on a thumb drive and labeled with the Entity Name, Project Name, Application (ie. ArapahoeCounty.ParkPlan.Application).

- Part A – Application Summary Form
- Part B – Minimum Qualifications and Eligibility Form (*signed*)
- Part C – Application Checklist
- Part D – Project Timeline (*must be detailed*)
- Part E – Project Budget Narrative and Forms (*all forms must be completely filled out*)
- Part F – Project Details (*narrative response to project questions; include Land Acquisition section if applicable*)
- Part G – Attachments (*Identify each attachment with a cover page. Prepare attachments in the order listed below. This section does NOT need page numbers.*)
 1. Evidence of support from highest authority (*official letter or resolution*) – including commitment to complete and maintain the project; statement that matching funds are secured and/or efforts to secure funds are underway (give detailed amount); acknowledgment of responsibility of cost overruns; and certification that the project will be open to the public or serve a public purpose upon completion. *See attached sample resolution.*
 2. Evidence of community support (*letters of support – maximum of 5*)
 3. Documentation of opposition and responses (*state if applicable*)
 4. Evidence of commitment from project partners (*cash match/in-kind match support letters/partner support letters – no maximum*)
 5. Photos (*pre-submittal photos*) and Conceptual Drawings (*if desired*)
 6. Maps (*include site map & vicinity map*)
 7. Site Visit Form (*plan and project site visit form with driving directions*)
 8. Evidence of commitment to long-term maintenance, including the maintenance budget and agency capacity to maintain (*letter from management/maintenance agency*)
 9. Evidence of property ownership/legal access (*legal documentation*)
 10. Other (*clearly title: acquisition documentation: appraisal, title commitment, contract option (if applicable) or other supporting documents*)



Grant Application

Part D: Timeline

The project timeline should be reasonable and correspond to what is presented in the selection criteria questions. *See example below.*

Part D – Project Timeline

Use the below project timeline sample as a guide to complete your proposed project timeline. Project timeline must be detailed, realistic and coincide with Part F. Timeline should include the IGA execution and project start date (must be within 60 days of the award notification). Project timeline must conclude within 2 year requirement.

Task	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Feb 18	Mar 18	Apr 18	May 18	June 18	Jul 18
Grant Notification	█										
IGA Execution/Project Start Date		█									
Solicitation of Vendors		█	█								
Project Bid Award(s)			█	█							
Order Materials				█	█						
Ground/Site Prep					█	█	█				
Construction						█	█	█	█		
Installation							█	█	█	█	
Grand Opening										█	█
Final Report										█	█

Grant Application



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Part E: Project Budget Narrative and Forms

This section consists of the Project Budget Narrative and the Project Budget Forms.

- The Budget Narrative must be filled out in Section E of the grant application and supported with the two (2) attached Project Budget Forms.
 - Summary Budget Form
 - Detailed Expense Budget Form
- All Project Budget Forms must be completely filled out following the rules and regulations set forth in the application guidelines and instructions.

Part E – Project Budget Narrative and Forms

Budget Narrative: Provide a clear and concise budget narrative for this project (300 words or less).

Budget Forms:

All project budget forms must be completely filled out following the rules set forth in the application guidelines and instructions. The following project budget forms are attached and required to be complete and included in the application to meet minimum qualifications:

- **Summary Budget Form:** The summary budget form must be fully completed and successfully match up with the budget narrative, the detailed budget form and the selection criteria questions.
- **Detailed Expense Budget Form:** The detailed expense budget form must be completed with sufficient detail to be accepted. Please reference the sample budget for the expected level of detail. Budget items are to be broken down into categories, and then broken down into the detailed use of funds within each category by line item and cost. The detailed expense budget form includes, grant funds, cash match (applicant and partner cash match) and in-kind match. Only cash match counts toward the percentage of match required. The minimum cash match requirement is 25% of the total project cost for Standard Grants and 10% of the total project cost for Small Grants. In-kind match is significant and shows partnership and community support for the project. Administrative costs to prepare the grant application are not an eligible expense. (Review the Grant Application Instructions for eligibility details.)

Example: Part E of Application

Grant Application



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Part E: Project Budget Narrative and Forms (cont'd)

Summary Budget Form:

The summary budget form must be fully completed and successfully match up with the budget narrative, the grant budget form, the match budget form and the selection criteria questions.

Summary Budget Form

Sources of Funds	Date Secured	County Grant Request	Cash Match	In-Kind Match	Total Project Funds
Arapahoe County Open Space	12/1/2015	\$300,000			\$300,000
Applicant Cash Match	12/1/2015		\$145,000		\$145,000
(Specify)Partner Cash Match/Other Funding Source	12/1/2015			\$1,500	\$1,500
(Specify)Partner Cash Match/Other Funding Source					\$0
Totals		\$300,000	\$145,000	\$1,500	\$446,500

Applicant:		Project Title:		Year:	

Cash match requirement is a standard % of the total grant project amount

Requirements:	<i>Total Project Amount:</i>	\$446,500.00
	<i>In-kind Match:</i>	\$1,500.00
	<i>Total Project w/out In-kind:</i>	\$445,000.00
	<i>Cash Match Percentage Required:</i>	25.00%
	<i>Required Cash Match Amount:</i>	\$111,250.00
	<i>Project Cash Match</i>	\$145,000.00 <i>Minimum Met: Y or N</i>

Example: Part E – Summary Budget Form

Grant Application

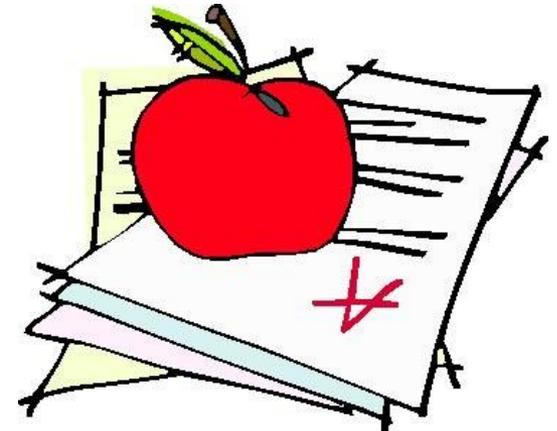


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Part F: Project Details

Selection Criteria Questions

- Applicants must limit this section to 10 pages and answer all questions to meet minimum qualifications.
- Fully answer all questions, reference, and attach supporting documentation in Part G.
- Please do not answer a question as “N/A”. If a question is not applicable, please explain why it is not applicable to be considered for the full amount of points.
- Land acquisition projects have an additional narrative section to complete in Part F. Three (3) additional pages are allowed.



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Important

Grant Application



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Projects are competitively ranked based on the merits of the project. Some of the key merits are listed below. Keep these in mind when completing Part F.

- Consider the accuracy of the proposal in conveying the need
- Urgency and scope of the project
- Leveraging of dollars/cash match provided for the project
- Ability of the applicant to achieve the proposed results based on the information provided in the budget
- Supporting documentation
- Timeline
- Public planning process that identified the project as a priority and the process developed to insure public input into the deign/development of the project
- Documented community support for the project
- Capacity of the entity to complete the project and maintain the project site in future years.



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Grant Application



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Part F: Project Details (example)

Part F – Project Details

Applicants must limit this section to 10 pages and answer all questions to meet minimum qualifications. If attachments/supporting documentation apply, please fully answer the question and reference the document in Part G. Please do not answer a question as “N/A”. If a question is not applicable, please explain why it is not applicable.

Select the Grant Category:

- Standard Grant:** \$50,100 - \$300,000 funding opportunity, 25% of total project amount minimum cash match requirement
- Small Grant:** \$100 - \$50,000 funding opportunity, 10% of total project amount minimum cash match requirement

Select the Project Type:

Project Type/Project Details: The project categories for the small and standard grant applications are below:

- Trail Project:** Projects that are mostly trail construction or renovation/restoration, trail-related bridges, trail-related road crossings, or trail head parking and shelters.
- Site Improvement Projects:** Projects for site improvement, restoration and repair/replacement including: natural re-vegetation/restoration, park improvements, restoration, repair/replacement (may include playgrounds, shelters, sport fields, landscaping). This category may include interior trail segments or connections, but the majority of the project should be site improvements other than trail.
- Construction Project:** Construction projects may include new park amenities such as playgrounds, shelters, sport fields, restrooms, and interior trails or connections.
- Acquisition Project:** Eligible projects involve fee simple acquisition of land for public open space, park or trails; acquisition of buffer land; acquisition of a conservation easement and/or acquisition of water rights.
- Environmental Project/Cultural Education or Interpretation Project:** Projects focused on environmental or cultural education/interpretation installations may include associated sign bases, panels, landscaping, benches and shelters.
- Other Project:** Other allowable project categories include: stream-related projects, wildlife habitat, and water quality. These projects should not fit into any of the other project categories. Please contact the County Grants Program Administrator for questions related to allowable projects.

Select a project type.

Selection Criteria Questions:

1. Describe the project goal, extent of scope and expected results. Be specific; discuss what the project will provide, quantities, size, project elements, useful life of project components, and deliverables. Discuss the current condition of the project site and what improvements or changes are being proposed and why. Provide detailed maps, plans and photos in Part G. Describe how the project will be designed, constructed, and managed. Describe how this project improves access and connectivity to any existing trail network, natural resources, and/or community resources. If this is an educational project, discuss the long-term educational outcomes expected as a result of this project and how the project connects people to each other, the natural environment and/or community resources. Complete the budget forms in Part E consistent with this narrative.
2. Describe the community/neighborhood and user groups the project will serve. Discuss the type of users (children, adults, seniors, families, sports leagues, youth groups, etc.) the project will serve and estimate the number of user groups annually that will benefit from the project. Be specific. How did you arrive at this estimate? Describe the service area for this project (how far will users travel to use the project site).
3. Describe the planning process that identified this specific project as a priority. Is this project listed as a priority in a master plan, site specific plan or other adopted planning document? If so, discuss that plan. Describe the relationship of the project to any local, regional, state or system-wide master plan. Give the name of each plan and list related element(s) within the plan. Was this project identified through an independent community planning process? Describe this process. Is this project a working group project? If so, was it prioritized? Is this project a part of a larger project or phased project? If yes, explain the whole project, other funding sources and partners involved.
4. Discuss the need and urgency for this project and why it is a priority. What opportunities will be lost if this project is not funded now?
5. Summarize any investments made prior to submitting a grant proposal including pre-submittal meetings, dates and outcomes. Be detailed and include eligible costs on the match section of the Detailed Expense Budget Form in Part E. Refer to the application instructions for details. Proof of pre-submittal planning should be submitted as an attachment in Part G. All attachments should be clearly labeled in the Table of Contents and on the Part G cover page.)

Answer every applicable part of the question. Ensure that questions referring to budget and attachments coincide with the document referenced.

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Grant Application



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Part G – Attachments

(Identify each attachment with a table of contents cover page, prepare attachments in the following order and label each attachment page at the top with the listed attachment number and title. Print one original and one copy to submit with Part G. This section does NOT need page numbers.)

- Evidence of support from highest authority *(official letter or resolution)*
- Evidence of community support
- Documentation of opposition and responses
- Evidence of commitment from project partners
- Photos *(pre-submittal)* and Conceptual Drawings *(if desired)*
- Maps *(Include site map & vicinity map)*
- Site Visit Form *(plan and project site visit form with driving directions)*
- Evidence of commitment to long-term maintenance
- Evidence of property ownership/legal access
- Other *(clearly title: acquisition documentation: appraisal, title commitment, contract option (if applicable) or other supporting documents)*

Resolution from Governing Body or Official Letter from Highest Authority must designate a specific person to sign grant agreement. See Sample Resolution for required details.



Proposal Review Opportunity



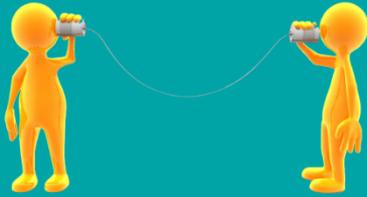
Application Review: Applicants are highly encouraged to submit their grant application for review by the Grants Program Administrator prior to submitting the final grant application.

Review Process for Regular Spring Grant Round:

- Submit to Grants Program Administrator via email by **January 13, 2017 for guaranteed review.** (Applications are reviewed in order received.)
- Applications submitted after this deadline will be reviewed as staff time allows.
- Applications should be complete (no missing components).

The review will consist of checking for eligibility, required content, minimum qualifications and formatting. A review **does not** mean the project will be funded.





Helpful Tips



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To-do's

- ✓ Contact the County Grants Program Administrator prior to submitting an application to discuss the project.
- ✓ Submit a draft application for pre-review.
- ✓ Make sure you apply to the correct grant category/fill out correct application.
- ✓ Refer to the instructions and examples for additional information.
- ✓ The best projects and the best submissions get funded, so make sure that your application is well-done.
- ✓ If unsuccessful, review evaluation feedback and reapply.

What not to do

- ✓ Apply without contacting staff to discuss project or submitting a draft review.
- ✓ Respond N/A to a Selection Criteria Question without providing supporting information.
- ✓ Refer to attachments instead of answering questions and referring to supporting documents.
- ✓ Use general statements instead of specific answers and examples.
- ✓ Have outdated letters of support or have letters sent to ACOS office rather than included in application.
- ✓ Not follow instructions (not following instructions could mean the differencing in being funded or not funded).
- ✓ Leave out a major component/requirement/document that results in application being ineligible (DOUBLE CHECK YOUR WORK and REQUIRED ITEMS/CHECKLISTS) .



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Evaluation



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Evaluation Process:

1. Applications are screened for ***eligibility and minimum qualifications*** by Grant Administration staff.
2. If minimum qualifications are met, the grant application will be reviewed and evaluated in the competitive process.
3. A Volunteer ***Grant Evaluation Team*** consisting of Arapahoe County Staff and the Open Space Trails and Advisory Board (OSTAB) will evaluate applications.
 - Evaluators will conduct scheduled site visits with applicants (lobbying and handouts are not allowed).
4. Evaluators will rank grant applications.
5. Project ranking and comments are sent to the Grants Program Administrator to review, average and assign final ranking.
6. Award recommendations are made by Staff and OSTAB to the BOCC.
7. Award announcements and feedback given to applicants.



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Post Award



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Intergovernmental Agreement (IGA):

Each grant award is subject to the execution of an Inter-governmental Agreement (IGA) between the County and the Grantee. The IGA must be fully executed within 60 days following the grant award announcement. The County Grant Program Administrator Project start date and account set-up will begin the date the IGA is fully executed. Grantee is responsible for meeting all of the requirements agreed to in the IGA, to include submission of required reports and supporting documentation. Project must be completed within two years of the execution of the IGA.

Example: IGA Template

**INTERGOVERNMENTAL AGREEMENT REGARDING
2014 GRANT OF ARAPAHOE COUNTY OPEN SPACE PROGRAM FUNDS
PROJECT NAME:**

This Intergovernmental Agreement ("Agreement"), is made and entered into by and between **THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF ARAPAHOE, STATE OF COLORADO**, (the "County") and **THE CITY OF** , a municipality and political subdivision of the State of Colorado (the "Grantee") (collectively, "Parties" and individually a "Party").

WHEREAS, on November 4, 2003, and on November 1, 2011, the voters of Arapahoe County approved a county-wide sales and use tax to be deposited in the Arapahoe County Open Space Fund and used for specified open space purposes as set forth in County Resolution No. 030381, as amended by Resolution No. 110637 (Open Space Resolution); and

WHEREAS, the Open Space Resolution authorizes the County to award discretionary grants from its Open Space Fund to municipalities and special districts, as more fully set forth therein; and

WHEREAS, on May 27, 2014 the County approved the Grantee's Grant Proposal for the Project ("Grant Project"), which is attached hereto and incorporated by reference herein as Exhibit A, subject to the execution of an intergovernmental agreement and subject to the terms and conditions contained herein; and

WHEREAS, this intergovernmental agreement is authorized by Article XIV, Section 18 of the Colorado Constitution and [COLO. REV. STAT. § 29-1-203](#).

NOW, THEREFORE, the County and the Grantee agree as follows:

- Amount of Grant.** The County hereby awards Grantee an amount not to exceed **\$0,000** ("Grant Funds") for the Grant Project from the Arapahoe County Open Space Fund.
- Use of Grant Funds.** The Grantee agrees that it shall only use the Grant Funds for the Grant Project, as described in Exhibit A.
- Disbursement of Grant Funds** Grant Funds shall be transferred within 45 days of the execution of this Agreement. The required method used by the County for

Example: ACH Form

**ARAPAHOE COUNTY, COLORADO
AUTHORIZATION AGREEMENT
FOR AUTOMATIC DEPOSITS (ACH CREDITS)**

I (we) hereby authorize Arapahoe County Government to initiate credit entries, and if necessary, reverse any incorrect ACH credit entries made in error to our bank account indicated below.

GRANT PROJECT TITLE: _____

ENTITY NAME: _____

FEDERAL E.I.N. _____

ADDRESS: _____
STREET _____

CITY, STATE, ZIP _____

DEPOSITORY NAME _____

ADDRESS: _____
STREET _____

CITY, STATE, ZIP _____

DEPOSITORY TRANSIT NUMBER _____



Grant Funds Distribution



ARAPAHOE COUNTY
OPEN SPACES

Standard Grants *(and all other grants over \$100,000)*

- Progressive payments (requested with progress report and grant accounting and/or invoicing as applicable) for up to 75% of the grant award.
- An initial payment can be requested by the Grantee if a specific need can be demonstrated. Details will be included in the IGA.
- Final payment, of no less than 25% of the grant award, will be released only upon:
 - Completion of the project according to budget and timeline.
 - Delivery of a final report.
 - Documentation of matching funds spent according to budget.
 - Completion of a final inspection.
 - Determination that the project components were completed as proposed/approved by ACOS.

Small and Planning Grants *(and all other grants under \$100,000)*

- Lump sum up-front payment (unless ACOS Staff and OSTAB detail additional conditions in the IGA due to Grantee status and past performance with the County)



Signage



Signage Requirement:

Grantee agrees to install an approved sign which acknowledges that the project is supported by the County Grant Program and Open Space Sales and Use Tax. The County does offer a standard sign to all grant recipients. If the Grantee wants to install a custom sign then they must designate that choice in the grant application and budget. Custom signage DRAFT must be reviewed and approved by the County Grants Program Administrator and Arapahoe County Communications Staff before production and installation. For specific requirements please contact the County Grant Program Administrator. Signs will be distributed by the County for free.



Example: Standard Sign



Example: Approved Custom Sign/Panel





Post Award



Reporting Forms, Time Extension Requests and Modification Requests:

The Grantee is required to complete the following form(s) for their Arapahoe County Open Space grant project. All Requests and Reporting Forms must be sent directly to the County Grants Program Administrator for review and consideration.

Reporting Forms

- Progress Report Form, Budget and Supporting Documentation *(due every 6 months w/reimbursement request if applicable)*
- Final Report Form, Budget and Supporting Documentation *(due w/in 60 days of project completion)*

Modification and Time Extension Forms *(please review Modification and Time Extension Policy for details)*

- Modification Request Form *(scope of work changes – contact Grant Program Administrator before completing)*
- Time Extension Request Form *(time extension request ONLY – contact Grant Program Administrator before completing)*



Report Forms

Progress Report Form: Progress Reports are due every 6 months or to request reimbursement (no more than quarterly) and consist of reporting the project status, project budgets and supporting documentation. This form will be used to report project status and request reimbursement.

Arapahoe County Open Spaces Grant Project and Joint Project Form

Progress Report

Type of ACOS Funding

Grant Project (check one): or Joint Project:

Grant Summary

Grant year (year awarded):
Grantee:
Project title:
Type of funds distribution (reimbursement or paid up front):
Primary contact name:
Phone number:
Email:
Scheduled completion date:

Grant Financials

Awarded Project Financials (from original budget or approved modified budget)
Approved grant amount:
Committed cash match:
Committed in-kind match:
To-Date Financial Totals
Amount of grant spent to-date:
Amount of grant reimbursed to-date if applicable (prior to this report/request):
Amount of budgeted match spent to date:
Current Reimbursement Request
Reimbursement amount requested:

Grant Progress and Updates

Provide a brief summary of project progress and results to date. Discuss the components that have been completed. Explain upcoming project components.

Explain all obstacles, delays or challenges experienced and how these were addressed. Explain any concerns for project progress or completion based on this information. Has the County Grants Program Administrator been informed? Have you previously requested a modification or time extension for this project? If so, provide details.

Is this project currently on schedule? If not, what is the projected completion date? Do you need to file a request for modification or time extension with this report? If yes, please explain and check the applicable box below.

- Modification Requested
- Time Extension Requested

If you marked yes above, the County Grants Program Administrator will be contacting you to discuss the project status in detail.

Required Supporting Documentation Grantee must submit the following items with the Progress Report (in the order listed below). Incomplete Progress Reports will be returned to the Grantee.

1. Approved project budget (original budget or approved modified budget).



Report Forms

Final Report Form: The Final Report is due when the project and all of the mandatory requirements are completed. The Final Report includes the completion of required questions about the project; jpeg photos of the completed project components; proof of project signage or other approved recognition; final project budgets; and supporting documentation and grant accounting showing proof of payment for allowable expenses.

This will be the final report submitted to the Grants Program Administrator following project completion. The Grants Program Administrator will schedule and perform a final inspection of the project site and project deliverables.

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Arapahoe County Open Spaces Grant Project and Joint Project Form
Final Report

Type of ACOS Funding
Grant Project (check one): or Joint Project:

Grant Summary

Grant year (year awarded):
Grantee:
Project title:
Type of funds distribution (reimbursement or paid up front):
Primary contact name:
Phone number:
Email:
Scheduled completion date:

Grant Financials

Awarded Project Financials (from original budget or approved modified budget)
Approved grant amount:
Committed cash match:
Committed in-kind match:
To-Date Final Financial Totals
Amount of grant spent:
Amount of grant reimbursed to-date (if applicable):
Amount of match spent (include over match):
Final Reimbursement Request
Reimbursement amount requested:
Refund Due To County (project under budget)
Amount of refund due to the County (if applicable):
Is refund included with final report:



Modification Request



ARAPAHOE COUNTY
OPEN SPACES

Modification Request Form: A modification request is required when the Grantee wishes to change, eliminate or add a component to the original project scope of work. The Grantee must submit a Modification Request Form to the County Grants Program Administrator for consideration prior to performing any portion of the modification.

The County must be notified as soon as the Grantee becomes aware of a project issue or necessary modification, to include significant cost over-run. The Grantee may not perform a modification to the project scope without written approval from the County.

Arapahoe County Open Spaces Grant Project and Joint Project Form
Modification Request

Type of ACOS Funding
Grant Project (check one): or Joint Project:

Grant Summary

Grant Year (award year):
Grantee:
Project Title:
Primary Contact Name:
Phone Number:
Email:
Original Completion Date:
Proposed Completion Date:

Grant Status and Request for Modification

Please provide a description of the proposed modification and detail as to why the modification is necessary or requested. Be specific and provide a side-by-side comparison in an attached Word or Excel document showing the original approved project components and the proposed modified components.

Identify the proposed budget changes. Attach the original approved budget and the revised budget to show comparison.

Time Extension Request



ARAPAHOE COUNTY
OPEN SPACES

Time Extension Request Form: A project time extension may be requested by the Grantee when an unforeseen circumstance arises in the middle of completing the project. The Grantee is responsible for notifying the County as soon as they become aware of a project delay by submitting a Time Extension Request Form. The County Grants Program Administrator may request additional deliverables, to include but not limited to, written updates and of project status as a condition of the time extension.

If a modification to the SOW is needed along with the Time Extension – please complete and submit the Modification Request Form.

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Arapahoe County Open Spaces Grant Project and Joint Project Form

Time Extension Request

Type of ACOS Funding
Grant Project (check one): or Joint Project:

Grant Summary

Grant Year (award year): _____

Grantee: _____

Protect Title: _____

Primary Contact Name: _____

Phone Number: _____

Email: _____

Original Completion Date: _____

Proposed Completion Date: _____

Grant Status & Time Extension Request

Provide a detailed description of the reason(s) the grant project has been delayed. When did you find out about the delay(s) or issue(s)?

How do you plan to resolve the issue(s) and/or adjust the timeline and move forward with the project?

Grant Administration



ARAPAHOE COUNTY
OPEN SPACES

Communication is the most important and overlooked element in Grant Administration!

Communication: Grantees must communicate with the County Grants Program Administrator about all aspects of their grant award including project status, any questions or concerns, and modifications prior to performing any changes.

Budget: Please review the new budget forms and requirements for match.

Reporting: The County requires progress reports and reimbursement requests w/supporting documents every 6 months. Please review the updated forms and requirements.

Forms: The County now has mandatory forms that need to be submitted (*to the Grants Program Administrator*) for time extension requests and all project modifications to the original approved scope of work.

Timeline: The project timeline is still 2 years. The 2-year time frame begins the date the IGA is executed.

Protect. Connect. Enjoy

Project Completion and Close Out



ARAPAHOE COUNTY
OPEN SPACES

Requirements: Please review the list below for elements necessary to close out grant projects.

Project Completion: Completion of all components and scope of work for the approved grant project.

Signage Installed: Approved signage is required to be installed at project site prior to submitting the Final Report and requesting a Close Out inspection. Some projects may require approved logo placement and acknowledgment of County support in place of signage (example: Environmental Education projects).

Final Inspection: The County Grant Administrator will schedule the final inspection with the grant contact after reviewing the Final Report.

Ceremony/Dedication: If the Grantee chooses to celebrate a project completion/opening we ask for advance notification of the event to ensure that the Grantee is aware of their obligated duties in recognizing Arapahoe County in press releases, media reports/articles, events, and the approved signage installed.

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Recap



Important Dates:

Spring Applications Available: November 1, 2016

Application Review Due: January 13, 2017

Spring Applications Due: February 3, 2017 by 3:00pm

Decision on Spring Awards: End-May - June 2017

Fall Applications Available: June 2017

Fall Applications Due: August 25, 2017 by 3pm

Grant Cycle Information: Spring and *Special* Fall Grant Cycle offered for 2017.

Grant Applications: Updated grant applications and budget forms for 2017.

Reporting, Forms and Requirements: Updated reporting forms for 2017.

IGA Timeframes and Updated Content: Updated IGA timeframes and updated content.

Funding Process: All projects over \$100,000 will be reimbursement not front-loaded. The grantee is allowed to request a portion of the grant funding up-front if they can show need. Approved funding and process will be detailed in the IGA. The County has the right to include additional reporting and fund distribution requirements based on Grantee status and performance history with the County.

Evaluation Process: Simplified evaluation and ranking process.

Grant Program Contact Info



ARAPAHOE COUNTY
OPEN SPACES

Primary Grant Program Contact:

Lindsey Miller

Grants Program Administrator

Direct: 720.874.6724

Mobile: 303.264.4696

Email: LMiller@arapahoegov.com

Arapahoe County Open Spaces

6934 S. Lima Street, Suite A

Centennial, CO 80112

Office: 720.874.6540

Fax: 720.874.6743

Grant Program Contact:

Josh Tenneson

Grants & Acquisitions Manager

Direct: 720.874.6723

Mobile: 720.822.2275

Email: jtenneson@arapahoegov.com

Grant Program Information and Material is available online:

<http://www.arapahoegov.com/openspacegrants>



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Questions?



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Any questions or topics that need clarification?

Please take a moment and fill out a short survey so we can continue to improve the grant program and process for you!



Thank You!



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