



COMMUNITY PARKS AND PLAYGROUNDS (CPP) PROGRAM FY2028

Application and Project Agreement

CPP PROJECT

A. PROJECT INFORMATION: Complete this form digitally unless otherwise indicated. Handwritten submissions will not be accepted.

Park Name:

Project Name:

Street Address:

City/Town:

County:

Zip:

County Tax Map:

Grid:

Parcel:

Lot:

SDAT Account Identifier:

District-Subdivision-Account Number or Ward-Section-Block-Lot (as applicable)

MD Legislative District:

Click [here](#) to find the 2022 Legislative District (Number 1-47)

Confirm the project location is eligible for Community Parks and Playground Program

Funding: Project location must be within the blue areas on [this map](#).

Previous DNR/Land Acquisition and Planning (LAP) projects at this location:

Note that this application may only contain project elements that have not been funded by CPP or Program Open Space (POS) Local grants in the last 20 years or Local Parks and Playground Infrastructure (LPPI) grants in the last 15 years.

Project Period:

From:

To:

Date of Letter of Acknowledgement (DNR Use Only)

Estimated Date of Completion

B. PROJECT DETAILS:

1. **Type of project:**(select one)
2. **Property ownership:** Does the applicant own all the property where the proposed work will be completed? (select one) If “no”, the applicant will be required to sign a Joint Use Agreement (JUA) with the owner. Please contact the Program Administrator for your county.
3. **Project Description** In the space provided, please clearly describe the proposed project in 2-3 sentences. Additional narrative may be attached to provide further details but will not be accepted in lieu of answering the question (i.e., response cannot just be “See Attached”).:
4. **Public need for the proposed project:** Explain why this project is being developed/acquired and how it relates to other local facilities/plans.
5. **Public benefits associated with the proposed project:** How do these benefits address the purpose of the Community Parks and Playgrounds Program? Would this project provide access for a segment of the community that is in need of additional park facilities and greenspace? If so, please describe how.
6. **Low impact development techniques incorporated in the proposed project:** What measures will be used to minimize the effect of stormwater runoff? What environmentally sensitive materials and/or green building techniques will be used in your proposed project?
7. **Playground Surfacing:** If this project includes installing playground surfacing materials, please confirm that the materials do not include more than 90 parts per million (ppm) of lead, or a component project, material, or substance to which PFAs (per- and polyfluoroalkyl) chemicals are added. (Select one):
8. **Recreation Communication Board:** If this project includes installing a new playground or renovating an existing playground, do you plan to install a recreation communication board to increase park accessibility? (Select one) A communication board is a device that displays photos, symbols, or illustrations with words and braille to supplement or replace spoken language as a means of expression and communication.

C. DEVELOPMENT SECTION

Check this box if this is a Development Project:

(skip to Section D if this is an acquisition project)

1. Basis of Cost Estimate: How have the amounts below been calculated/estimated?

2. Itemized Cost Estimate: Round to the nearest dollar:

Item Description

Estimated Cost

Total project cost:

3. Development Project Costs and Funding Request:

CPP Funds Requested: %

Local Funds: %

Other Funds (specify below): %

Total Project Cost:

If "Other Funds" are expected to be used for this project, please identify the source and amount and include any in-kind contributions from other sources for the implementation of this project.

4. Proposed project timeline, if funds are awarded:

Note: This is for FY 2028 funding. Costs incurred prior to project funding notification date will not be eligible for reimbursement.

a. Design Start Date (if applicable)

b. Design End Date

c. Construction Start Date

d. Construction End Date

D. PROPERTY ACQUISITION SECTION Check this box if this is an Acquisition Project:
(If this project is a development project complete Section C and go to Section E.)

1. This is a(n) (select one)

a. Nearest town or community served:

b. Deed acres: (in acres) **c. Acres to be funded with this acquisition:**

d. Existing park acreage: **e. Planned ultimate acreage:** (in acres)

f. How many acres are:

Wooded: Agricultural: Floodplain:
In the Critical Area: Non-Tidal Wetlands:

g. The topography is flat, steep, sloping or other (describe):

h. Road Frontage in feet: **Paved:** **Unpaved:**

i. This property is:

If improved, list all current improvements – identify size, condition, and future use of each improvement:

j. Current ownership notification: Does the current property owner understand the municipality may not be able to complete the purchase until next summer? Grant funding is contingent on the project being included in the budget and Board of Public Works (BPW) approval. If the municipality purchases the property before a project start date is issued, the costs will not be reimbursable. (A letter from them confirming this would be appreciated.)

2. Explain Zoning:

a. Current Land Use:

b. Is the property currently being utilized at its highest and best use?

c. Highest and Best Use: **Developable potential - # of lots:**

d. Subdivided? **If Yes, # of lots:** **Average size of lots:** (In acres)

e. Utilities Available: Water Sewer Electric Gas Phone

f. Environmental Hazards:

If there are any hazards, list them and identify how they will be addressed:

3. Infrastructure: Will the development planned for this site result in an increased demand on existing infrastructure (roads, utilities, etc.)?

If yes, please explain the impact on the infrastructure and how this will be addressed:

4. Potential Conflicts: Are there any potential conflicting uses or possible non-compatible uses being planned (e.g., road widening, utility easements, etc.) which might require a Land-Use Conversion?

If yes, please explain the impact on the infrastructure and how this will be addressed:

5. Interim Use: Will there be an interim use on the property prior to park development, including rental, lease, and/or other management techniques?

If yes, please describe the interim use in detail. (Note that any interim use must have prior approval by DNR.)

6. How will the property be managed and funded for the intended use?:

7. Seller's Name:

8: Title will be held by:

Name of Municipality

9. Appraisal Values: Place the *lower* appraisal value first and *higher* appraisal value second.

Name of Appraiser:

Appraisal Amount: \$ per acre:

Date of Appraisal:

Name of Appraiser:

Appraisal Amount: \$ per acre:

Date of Appraisal:

10. Appraisal Evaluation

a. Spread between appraisals:

If the value of the high appraisal is more than 20% greater than the low appraisal, please explain:

b. Average of appraisals:

If the cost of the acquisition is not equal to the average of the two appraisals, please explain:

c. Is the appraisal value reasonable relative to the area? (select one)

If not, please explain:

d. The appraisals were performed by certified general real estate appraisers with qualifications consistent with industry standards and all applicable Local, State and Federal statutes and regulations. Narrative reports must meet Uniform Standards of Professional Appraisal Practice (USPAP).

Initial Here:

11. Acquisition Project Costs and Grant Request

a. Direct

(Land Costs)

b. Incidentals

(Complete chart below)

c. Total

Incidental Costs Itemized (due diligence costs):

Item*

Cost

*i.e. appraisals, surveys title work, closing costs

d. Acquisition Project Costs and Funding Request:

CPP Funds Requested: %

Local Funds: %

Other Funds: %

Total Project Cost:

If "Other Funds" are expected to be used for this project, please identify the source and amount and include any in-kind contributions from other sources for the implementation of this project.

12: Acquisition Project Period:

From:

Date of Letter of Acknowledgement (DNR Use Only)

To:

Estimated Date of Closing (Must be filled in by Applicant)

E. Applicant Information and Authorization:

1. Applicant:

2. Federal ID#

3. Point of Contact Name:

4. Title:

5. Department:

6. Organization:

7. Mailing address:

8. City/State/Zip:

9. Phone Number:

10. Email address:

DECLARATION OF ADHERENCE TO AWARD CONDITIONS/REQUIREMENTS AND LOCAL GOVERNMENT AUTHORIZATION

I have read and agree to adhere to all award eligibility requirements and conditions for all submitted projects including:

1. All projects must comply with all applicable Local, State, and Federal statutes and regulations.
2. All projects shall be open for public use at all reasonable hours and times of the year, according to the type of area and facility.
3. All projects shall be open to entry and use by all persons, regardless of race, color, religion, sex, age, handicap, marital status, sexual orientation, gender, or ancestry or national origin, and shall be operated in compliance with Title VII of the Civil Rights Act of 1964, P.L. 88-354 (1964) and its amendments, the Americans with Disabilities Act of 1990, P.L. 101-336 and its amendments, and Section 20-601 et. seq. (Discrimination in Employment) of the State Government Article of the Annotated Code of Maryland (2014 Repl. Vol. and 2016 Supp.)
4. All projects must be consistent with National Playground Safety Standards and with the Americans with Disabilities Act.
5. All development projects must have a minimum twenty (20) year life span. Conversions of project use will require replacement with a project of equal or greater recreational use, recreational area, and equal or greater monetary value approved by the Community Parks and Playgrounds Program. Acquisition projects must be maintained for public use in perpetuity. Conversion of use of land will require replacement with land of equal or greater recreational use, acreage, and equal or greater monetary value approved by the Community Parks and Playgrounds Program.
6. All projects are within the applicant's jurisdiction and the applicant holds the right to develop on the property.
7. A Community Parks and Playground funding acknowledgement sign will be installed prior to the completion of the project.

LOCAL GOVERNMENT AUTHORIZATION

Community Parks and Playgrounds projects are to be administered in accordance with the Program Open Space (POS) Grants Manual. As the authorized representative of this Political Subdivision, I read the terms of the "Project Agreement and General Conditions" of the POS Grants Manual and I agree to perform all work in accordance with the Manual, POS Law and Regulations, Special Conditions of the Community Parks and Playgrounds Program and with the attachments included herewith and made a part thereof.

If unable to sign this section in Adobe please print this page, sign, scan and send in e-mail with the rest of this document

Signature

Date

Print Name

Title

PROGRAM ADMINISTRATIVE REVIEW (DNR Use Only)

Date:

By:

Department of Natural Resources – Community Parks and Playground Approval:

BPW Approval Date:

BPW Agenda Item Number:

Signature:

Accompanying Document Checklist:

All Projects:

Area map (i.e. street map with the project location clearly identified)

Site Plan (where on the property will the work be completed. Label all facilities as either EXISTING at the time of application or PROPOSED for development in this project.)

Deed and/or SDAT

Easement, Lease or Joint Use Agreement (JUA)

(If the applicant does not own the property)

Local Planning Agency Approval and Infrastructure Review (Certifies consistency with existing plans and addresses relationship with water, sewer, storm water, roads, school, or other facilities or plans for facilities.)

Compliance with Reforestation Law and Site specific plan. (If the scope of the planned disturbance requires it.)

Floor Plan (If Applicable, a floor plan of each enclosed building being proposed under this project.)

Project Photographs (Labeled photographs of area(s) proposed for development, including existing equipment, if applicable)

Retention of Rights Explanation (If applicable, when not owned in fee simple.)

Acquisition Project Additional Documents:

Two Independent Appraisals

Current Deed

Click here to verify all required fields have been completed.

After all required fields have been completed, please save this document and email to laplocalgrants.dnr@maryland.gov along with all required attachments.