



# Maryland's Community Parks & Playgrounds Program

FY 2024

## GRANT PROPOSAL GUIDE

Maryland Department of Natural Resources  
Land Acquisition and Planning  
Tawes Office Building, E-4  
580 Taylor Avenue  
Annapolis, MD 21401

Program Administrators:

**Tiffany DePaoli** | [tiffanyr.depaoli@maryland.gov](mailto:tiffanyr.depaoli@maryland.gov) | 667-270-0786  
Allegany, Baltimore, Carroll, Frederick, Garrett, Harford, and Washington Counties

**Margaret Lashar** | [margaret.lashar@maryland.gov](mailto:margaret.lashar@maryland.gov) | 410-260-8427  
Anne Arundel, Calvert, Charles, Howard, and St. Mary's Counties, and Baltimore City

**Michael McQuarrie** | [michael.mcquarrie@maryland.gov](mailto:michael.mcquarrie@maryland.gov) | 410-279-8147  
Caroline, Cecil, Dorchester, Kent, Montgomery, Prince George's, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties

Visit our website for more information and up-to-date news:  
<http://dnr.maryland.gov/land/Pages/ProgramOpenSpace/cpp.aspx>

# Community Parks & Playgrounds (CP&P) Program Grants Proposal Guide

## A. Program Description and Requirements

### 1. Purpose

The Community Parks and Playgrounds Program provides grant funding assistance to restore existing park and green space systems and create new park and green space systems in the municipal corporations of the state and Baltimore City.

### 2. Source of Funds

The source of funds for this program is primarily State General Obligation Bonds, which may be authorized on an annual basis.

### 3. Administration of the Funds

The Department of Natural Resources (DNR) administers the Community Parks and Playgrounds Program per Natural Resources Article § 5-9C-02. DNR staff prepares and distributes application materials to municipalities and Baltimore City, conducts grant writing workshops if necessary, and provides background information and analysis on applications.

### 4. General requirements

The Community Parks and Playgrounds Program provides funding to incorporated municipalities and Baltimore City. Grants may be for up to 100% of the project cost and are selected on a competitive basis. Each applicant will be limited to one (1) **Grant Proposal List** submission package, which may contain one or more prioritized projects, per award cycle. Non-profit organizations are encouraged to partner with applicants in project sponsorship and implementation.

### 5. Types of Projects Funded

Activities eligible for funding include, but are not limited to:

- 1) development of new parks
- 2) rehabilitation of existing parks
- 3) expansion or improvement of existing parks
- 4) purchase and installation of playground equipment
- 5) development of environmentally oriented parks and recreation projects
- 6) development of new trails or extension of existing trails
- 7) creation of access points to water recreation resources
- 8) acquisition of land to create new parks

Notes:

- The Department of Natural Resources works to provide opportunities for Marylanders, especially our children, to experience nature. The Department has developed a web site <http://dnr.maryland.gov/pgc/Pages/NPS/index.aspx> that provides information about Nature Play Spaces. Nature Play Spaces are one of the many types of public recreation projects eligible for consideration for Community Parks and Playgrounds grant funding.
- While land acquisition costs may be considered for project funding, the highest priority will be placed on capital costs associated with park development and improvement.

### 6. Specific Project Eligibility Requirements:

- 1) Projects are within the applicant's jurisdiction and the applicant holds the rights to develop on the property.
- 2) Applicant demonstrates the capacity to plan, implement and maintain the project (sufficient and qualified staff or contractor, effective administrative procedures and systems, evidence of past success, etc.)

- 3) Applicant is ready to begin design/construction immediately after Board of Public Works approval and complete the project in a timely manner.
- 4) Project is consistent with National Playground Safety Standards and the Americans with Disabilities Act (<https://www.ada.gov/>.)
- 5) Applicant ensures that project site addresses any stormwater drainage issues and discharge requirements.
- 6) Sustainability and energy efficiency are always key elements as projects are considered for Community Parks and Playgrounds grant funding. Please ensure that any proposed lighting is energy efficient and reduces light spill-over to the maximum extent possible.
- 7) Development projects must have a **minimum twenty (20) year life span**. Projects must be properly maintained to be in a safe and usable state for access by all members of the public. If the grantee fails to do so, the grantee, at no expense to the State, will replace the project with a project of equal or greater public recreational/ open space and monetary value approved by the Community Parks and Playgrounds Program.
- 8) Land acquired under a state grant from the Community Parks and Playgrounds Program must be maintained 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.

## **B. Proposal Review and Selection**

Awards will be competitive in nature. DNR staff will review complete applications. Projects will be evaluated based on: consistency with Community Parks and Playgrounds Program's purpose, eligibility requirements and criteria, the applicant's **Project Details** responses, as well as the status of any previously awarded grants. DNR staff will make recommendations for grant selections. Once reviewed by DNR, recommended projects will be forwarded to the Department of Budget and Management for possible inclusion in the Governor's Budget proposal. Once the budget is approved by the Legislature and the fiscal year begins, the selected projects will be submitted for State Clearinghouse review and to the Board of Public Works for final approval.

Although the Community Parks and Playgrounds selection criteria and funding will be used for these projects, the applicant's management and maintenance responsibilities will be the same as those associated with projects receiving Program Open Space Local funding.

## **C. Notification of Award**

DNR will send a letter of award to the applicant for each approved project. Approved grant recipients may be required to submit a revised itemized budget if one is requested. Award funds may only be used for the project as submitted and approved by DNR and the Board of Public Works.

## **D. Monitoring, Evaluation, and Award Disbursement**

DNR staff will monitor local progress in accordance with stated timelines, performance criteria and goals set forth in each approved project and the standards and policies of the Community Parks and Playgrounds Program. Community Parks and Playground projects are to be administered in accordance with the Program Open Space (POS) Local Grants Manual.

Community Parks and Playgrounds is a reimbursable grant program. DNR will reimburse the applicant for the approved project costs when proper documentation is provided with the reimbursement request for individual component projects. Reimbursement for actual project costs of any component will at no time exceed the Board of Public Works approved funding amount.

## E. Project Proposal Format and Submission Process:

1. *List* all proposed projects and funding requests on the **Grant Proposal List** and *sign* the **Declaration of Adherence to Award Conditions/Requirements**.
2. *Complete* a **Community Parks and Playgrounds Application and Project Agreement** for each project listed on the **Grant Proposal List**. Sign and date the original application.
3. *Complete* **Project Details** for each project listed on the **Grant Proposal List**. Number and label each item. Responses may not exceed a total of five (5) pages in length.
4. *Assemble* all **Supporting Documents**.
5. *Contact* your Program Administrator, if needed, to review the required attachments.
6. *Complete* application packages must include:

A **Grant Proposal List** with the signed **Declaration and Adherence to Award Conditions/Requirements** (must be signed by person with signatory authority to act on behalf of the local jurisdiction);

and for each proposed project on the **Grant Proposal List**:

- a completed **Community Parks and Playgrounds Application and Project Agreement** form;
- a completed **Project Details** form with a proposed/estimated project schedule; and
- the requisite attachments listed in **Supporting Documents**, including photographs of the park or proposed area for improvement, as applicable.

*Please be advised that incomplete or late applications may not be considered for funding.*

7. **Applications are due on Wednesday, August 24, 2022 by 3:00 p.m. and must be e-mailed to the Program Administrator for your County:**

**Tiffany DePaoli** | [tiffanyr.depaoli@maryland.gov](mailto:tiffanyr.depaoli@maryland.gov) | 667-270-0786

Allegany, Baltimore, Carroll, Frederick, Garrett, Harford, and Washington Counties

**Margaret Lashar** | [margaret.lashar@maryland.gov](mailto:margaret.lashar@maryland.gov) | 410-260-8427

Anne Arundel, Calvert, Charles, Howard, and St. Mary's Counties, and Baltimore City

**Michael McQuarrie** | [michael.mcquarrie@maryland.gov](mailto:michael.mcquarrie@maryland.gov) | 410-279-8147

Caroline, Cecil, Dorchester, Kent, Montgomery, Prince George's, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties

## F. Anticipated Program Timeline

<b>May 2022</b>	Proposal requests announced.
<b>August 24, 2022</b>	Applications due by 3:00 p.m.
<b>May/June 2023</b>	Awards Announced and Notifications E-Mailed (subject to budget allocation and approval)

<http://dnr.maryland.gov>

The facilities and services of the Maryland Department of Natural Resources are available to all without regard to race, color, religion, sex, sexual orientation, age, national origin or physical or mental disability.

This document is available in alternative format upon request from a qualified individual with a disability.



**Community Parks and Playgrounds (CP&P) Program**

**FY2024 Grant Proposal List**

**APPLICANT INFORMATION:**

APPLICANT: \_\_\_\_\_

(Name of Municipality or Baltimore City)

**PROPOSED PROJECT(S):**

For each project listed, please provide a complete application packet.

List PRIORITY (#1 highest, etc.)	PROJECT TITLE	FUNDS REQUESTED
1.		\$

**DECLARATION OF ADHERENCE TO AWARD  
CONDITIONS/REQUIREMENTS**

---

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

1. All projects must be consistent with *National Playground Safety Standards* and with the *Americans with Disabilities Act*.
2. All 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, acreage (in the case of acquisition projects) and equal or greater monetary value approved by the Community Parks and Playgrounds Program.
3. All projects are within the applicant's jurisdiction and the applicant holds the right to develop on the property.

***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.

\_\_\_\_\_  
***Signature***

\_\_\_\_\_  
***Print Name***

\_\_\_\_\_  
***Title***

\_\_\_\_\_  
***Date***

# Maryland Department of Natural Resources Community Parks and Playgrounds (CP&P) Program

## Community Parks and Playgrounds Application and Project Agreement

CPP PROJECT #

(DNR Use Only)

**1. PROJECT INFORMATION:** Please fill out all sections of the form completely unless otherwise indicated.

PARK NAME \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

**2. APPLICANT:**

\_\_\_\_\_/\_\_\_\_\_  
(Municipality or Baltimore City)

\_\_\_\_\_  
(Specify County)

**3. APPLICANT'S  
FEDERAL ID #:**

**LAST CP&P GRANT  
ISSUED ON THIS SITE #**

**4. PROJECT LOCATION:** Please identify all applicable parcels.

Street Address: \_\_\_\_\_

City/Town \_\_\_\_\_

County \_\_\_\_\_

Zip Code \_\_\_\_\_

County Tax Map \_\_\_\_\_

Grid \_\_\_\_\_

Parcel \_\_\_\_\_

Lot \_\_\_\_\_

SDAT Account Identifier \_\_\_\_\_

MD Legislative District \_\_\_\_\_

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

**5. PROJECT DESCRIPTION:** Descriptions are written into the agenda item, which is presented to the Maryland Board of Public Works for approval. Please explain the proposed project and be specific. Why is it being done and how does it relate to local recreation needs? Is it a new development or does it build upon an existing facility? Provide all of the information that you feel is necessary to explain and justify the project and to convince the approving agencies that it is a worthwhile project. Attach a separate sheet, if necessary.

**6. PROJECT FUNDING:**

**CP&P FUNDS REQUESTED:** \$ \_\_\_\_\_ %

LOCAL FUNDS: \$ \_\_\_\_\_ %

OTHER FUNDS: \$ \_\_\_\_\_ % (Specify Source/Type) \_\_\_\_\_

**TOTAL PROJECT COST:** \$ \_\_\_\_\_ **100 %**

**7. PROJECT PERIOD:** From: \_\_\_\_\_ Date of Letter of Acknowledgement (DNR Use Only)

To: \_\_\_\_\_ Estimated Date of Completion (Must be filled in by Applicant)

**8. LOCAL PROJECT COORDINATOR:**

(Print Name)	(Title)	(Department)	(Organization)	
(Mailing Address)		(City)	(State)	(Zip)
(Phone Number)		(Mobile Number)		(Email Address)

**9. ITEMIZED DETAILED COST ESTIMATE:** Round to the nearest dollar.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED COST
1.	<b>Community Parks and Playgrounds Acknowledgement Sign</b> Sample text: "A Maryland Department of Natural Resources, Community Parks and Playgrounds Program assisted project"	
<b>TOTAL DEVELOPMENT COSTS:</b>		

**10. 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.

(Signature)	(Print Name)	(Print Title)	(Date)
-------------	--------------	---------------	--------

**PROGRAM ADMINISTRATIVE REVIEW:** (DNR Use Only)

11. ON-SITE INSPECTION                      DATE \_\_\_\_\_ BY \_\_\_\_\_

12. DEPARTMENT OF NATURAL RESOURCES APPROVAL:

(Signature)	(BPW Approval Date)	(Agenda Item No.)
-------------	---------------------	-------------------



**Maryland Department of Natural Resources  
Community Parks and Playgrounds (CP&P) Program**

**Project Details**

**Project Title:** \_\_\_\_\_

**1. Please explain the public need for the proposed project:** Explain why this project is being developed/acquired and how it relates to other local facilities/plans.

**2. Please explain the public benefits associated with the proposed project:** How do these benefits address the purpose of the Community Parks and Playgrounds Program?

**3. Please explain the low impact development techniques incorporated in the proposed project:** What measures are being used to minimize the effect of stormwater runoff? What environmentally sensitive materials and/or green building techniques are being used in your proposed project?

**4. Please provide a proposed project schedule, if funds are awarded:**

Design Start Date: \_\_\_\_\_ \* if applicable

Design End Date: \_\_\_\_\_ \* if applicable

Construction/Installation Start Date: \_\_\_\_\_

Construction/Installation End Date: \_\_\_\_\_

**Maryland Department of Natural Resources  
Community Parks and Playgrounds (CP&P) Program**

**Supporting Documents**

The following attachments must be provided for each project application:

Elements	Description	Comments
Attachment #1	City/County Road Map	8 ½" x 11" Map with project location marked in red.
Attachment #2	Site Plan	The site plan of the entire area. Outline in red on each copy major items to be developed under this application. Label all facilities as either EXISTING at the time of application or PROPOSED for development in this project or future development.
Attachment #3	Local Planning Agency Approval and Infrastructure Review.	Certifies consistency with existing plans and addresses relationship of project with water, sewer, storm water, roads, school, or other facilities or plans for facilities.
Attachment #4	Compliance with Reforestation Law and Site specific plan.	If the scope of the planned disturbance requires it.
Attachment #5	Floor Plan	A floor plan of each enclosed building being proposed under this project.
Attachment #6	Project Photographs	Labeled photographs of existing equipment if applicable and area(s) proposed for development.
Attachment #7	Deed, SDAT, Lease, or Joint Use Agreement* <a href="http://dnr.maryland.gov/land/Documents/POS/pos_cpp_joint_use_agreement.pdf">http://dnr.maryland.gov/land/Documents/POS/pos_cpp_joint_use_agreement.pdf</a>	Fee simple title, 20 year lease, or Joint-Use Agreement (one copy with original application only).
Attachment #8	Retention of Rights Explanation	If applicable, when not owned in fee simple.
Attachment #9	Two (2) independent appraisals	For acquisition projects only.

Community Parks and Playgrounds projects are to be administered in accordance with the Program Open Space (POS) Grants Manual. Please refer to the POS Grants Manual [http://dnr.maryland.gov/land/Documents/POS/localposmanual\\_2006.pdf](http://dnr.maryland.gov/land/Documents/POS/localposmanual_2006.pdf) for further details on the required attachments.

For each proposed project, a complete application packet includes a Community Parks and Playgrounds Application and Project Agreement form, a Project Details form with a proposed/estimated project schedule, and the requisite attachments listed in Supporting Documents above.

\* If the applicant is not the deeded owner of the property where the project is proposed, the applicant must either have a long-term lease for the property (with 20 years remaining) or enter into a DNR Joint Use Agreement with the property owner to conduct the project.