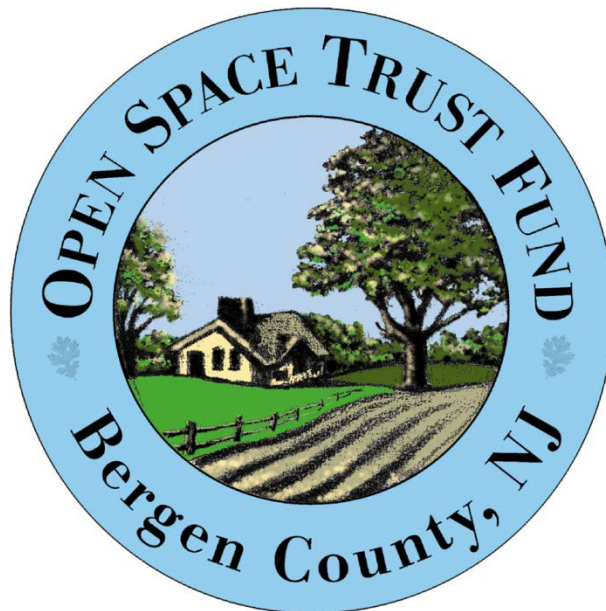


**Bergen County Open Space, Recreation, Floodplain  
Protection, Farmland & Historic Preservation Trust Fund**

**Municipal Park Improvement Program Rules &  
Procedures Manual**



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## **Municipal Park Improvement Program Rules and Procedures**

### **Section 1. PURPOSES AND OBJECTIVES**

#### **Scope**

This document constitutes the Trust Fund rules governing the award of matching grants to Bergen County municipal governments for the development of outdoor recreation facilities. These rules establish project eligibility requirements, application requirements, funding award criteria, matching grant terms and program administrative requirements. These rules shall be construed liberally to effectuate the purposes and objectives of the Open Space, Recreation, Floodplain Protection, Farmland and Historic Preservation Trust Fund law (C.40:12-15.1 et seq.).

#### **Purpose**

The Municipal Park Improvement Program provides grant funding for the development and redevelopment of municipal parkland to increase or improve outdoor active and passive recreational activities. Any request for funding for the acquisition of land for recreational and conservation for municipal parks will be directed to the Trust Fund's "County Program" funding category.

#### **Source of Funds**

The revenues for this program are obtained from the thirty (30%) of the funds raised from the Bergen County Open Space, Recreation, Floodplain Protection, Farmland and Historic Preservation Trust Fund ("Trust Fund").

#### **Administration of the Funds**

The Department of Planning & Economic Development, Division of Open Space administers the Municipal Park Improvement Program. Division staff prepares and distribute application materials to municipalities, conducts pre-application meetings with applicants as requested and provides background information and analysis on applications.

#### **General Requirements**

The Municipal Park Improvement Program provides funding to the seventy municipal governments of the County. Grants may be up to 50% of the Municipal Park Improvement project cost, as specified within these program rules, and are selected on a competitive basis. Each applicant will be limited to one (1) Grant Application per funding round.

## **Section 2. DEFINITIONS**

The following words and terms as hereinafter used shall have the following meanings unless otherwise herein provided and unless the context or use indicates another meaning or intent.

“Board of County Commissioners” means the Bergen County Board of County Commissioners.

“Chief Financial Officer” means the chief financial officer or certifying finance officer, as appropriate, of the municipality, appointed pursuant to N.J.S.A. 40A:9-140.1 et seq. or N.J.S.A. 40A:9-28.1 et seq., responsible for determining the availability of sufficient funds for all contracts and amendments thereto

“Contractor” means a person who has a direct contractual relationship with the municipality and is (i) the manufacturer of all or a portion of the Project, or (ii) the provider of labor, materials or services in connection with the acquisition, site improvements, construction, reconstruction, expansion, improvement or engineering of the Project, or both.

“Cost of Project” means the costs of constructing, reconstruction, expanding, improving and shall include park development planning costs, design costs, engineering costs, costs of appraisals, environmental assessments, and archeological surveys. Specific cost items allowable and not allowable are listed in the “Allowable Project Costs” and “Items Not Allowable as Project Costs” sections in these rules.

“County Executive” means the County Executive of the County of Bergen.

“Division” means the Division of Open Space within the Department of Planning & Economic Development.

“Failure to Complete” means the project is not completed within the grant project period.

“Letter of Instruction” means the written direction by the Division to proceed with the project.

“Maintenance-Related Project” means a project related to the repair of existing facilities when the size, type or extent of such facilities is not thereby changed or increased.

“Matching Funds” means the amount and nature of the moneys to be used by the municipality for the Project. Such funds shall constitute not less than fifty percent (50%) of the total Cost of the Project and may consist of money by any person, municipality, State of New Jersey, or the federal government.

“Municipal Administrator” means the municipality’s designated Municipal Administrator or Business Administrator.

“Municipality” means one of the seventy municipal jurisdictions in the County of Bergen; referenced as either “Municipality”, “grant recipient” or “grantee”.

“Permits” means those permits issued by the New Jersey Department of Environmental Protection (NJDEP); federal government and/or local entities with jurisdiction.

“Prime Professional” means the professional engineer, architect, or landscape architect hired by the municipality.

“Project” means the construction or enhancements of facilities that are necessary to make park areas accessible and usable by the general public.

“Project Changes” means an alteration of the project as it was proposed in the municipality’s approved Project Contract. Changes can involve adding or deleting scope items, changing the layout of the scope items within the project area or modifying the size or location of the project area.

“Project Contract” means the official document that details the responsibilities of the municipality in completing the project and maintaining it over time.

“Project Manager” means the principal employee or agent of the municipality having administrative authority over the Project.

“Project Period Extensions” means the municipality’s written petition and oral argument to the Trust Fund Public Advisory Committee, through the Division staff, in order to obtain an extension to the Project Contract period to complete the project.

“Project Schedule” means the two-year (2) grant project period of time to complete the project. The project period begins from the date of Board of County Commissioners awarding a grant amount to the municipality via a County Commissioner Resolution.

“Project Scope” means the physical range of the Project limited by the itemized cost estimate for the project and description set forth in the Project Contract, and based upon the Project Application.

“Reactivation of Expired Grants” means the municipality’s written petition and oral argument to the Trust Fund Public Advisory Committee, through the Division staff, in order to reactivate an expired grant.

“Regional Committee” means the Municipal Administrator from each municipality who will take part in reviewing grant applications and recommending grant funding to Division Staff.

“Trust Fund Public Advisory Committee” means the 15 members who participate in the Trust Fund project review process by making final project recommendations for selection and funding to the County Executive and Board of County Commissioners.

### **SECTION 3. GRANT APPLICATION**

The County will develop a standard application for the Program and may revise said application to ensure program efficacy. Applications must be submitted by the deadline established by the Division. A project review and award schedule will be developed annually by the Division after the County sets the Trust Fund tax rate for the funding round.

As part of the application submission, the municipality shall hold a Public Hearing on a proposed park development project before it submits its application. The applicant shall publish a notice of the public hearing in the official newspaper of the municipality. The hearing must be advertised as a display ad at least 15 days before the hearing. The hearing notice must specifically reference the proposed Bergen County Open Space Trust Fund Municipal Program Park Improvement application. The public hearing must be held in the evening, and may be held as part of a public meeting, as long as the hearing is properly advertised.

Following the Public Hearing, the municipality must adopt and submit with its application a resolution which authorizes submission of the application to the County and memorializes the governing body's approval and financial commitment to the project. A sample resolution will be provided to the municipality. The resolution must be signed or sealed to verify its authenticity.

To guide the Municipality in meeting project schedule a project implementation schedule must be provided that lists the major steps it will take toward completing each scope item in the Project and the projected completion date for each step. The common steps that should be included in the schedule are:

- Complete Plans, Specifications and Bid Documents.
- Apply for/obtain Permits (if necessary).
- Advertise for Bids/Quotes.
- Award of Construction and/or Purchase Contracts.
- Begin Construction.
- Complete Construction.
- Submit Reimbursement Request to the County

An example implementation schedule is included in Appendix A.

### **SECTION 4. GRANT AMOUNTS**

#### **Allowable Project Costs**

**All allowable project costs are reimbursed at 50%**, except where noted. Provided the municipality incurs such costs in conformance with all applicable laws, including the Local Public Contract Law, NJ.S.A. 40A:11-1 et seq., the following costs are allowable:

A. Project Construction Reimbursement:

- a) Eligible Construction costs;
- B. Professional Services Costs will be reimbursed from grant award's unexpended balance, should there be a balance:
- a) Engineering costs associated with the park design and preparation of plans and specifications, supervision and inspection, not to exceed 13 percent (13%) of construction costs submitted by the municipality and approved for Trust Fund funding;
  - b) Incidental costs, individually itemized associated with the implementation of the development project, including the cost of: advertising, archaeological, architectural, conservation, financial, geological, historic research, hydrological, legal, or other professional advice, estimates, reports, service or studies and the cost of preliminary planning and engineering necessary for the preparation of the application, provided the cost are not included the costs listed in engineering costs above. Incidental cost are **limited to a maximum** of two percent of the construction costs submitted by the municipality and approved for Trust Fund funding, or \$20,000 whichever is less;
  - c) Permit fees associated with the Project;
  - d) Costs of the preliminary assessment, when completed in accordance with N.J.A.C. 7:26E, as required under N.J.A.C. 7:36-13.4, and further testing as determined by the NJDEP, based upon findings and recommendations of the preliminary assessment.

### **Items Not Allowable as Project Costs**

1. Administrative and operating costs and salaries and/or wages of any employee of the municipality incurred as part of the Project;
2. Costs associated with an application for Project funding;
3. Costs that are considered maintenance, care, custodial, or policing;
4. Remediation work done to address any areas of concern, as defined under the Technical Requirements for Site Remediation, N.J.A.C. 7:26E, that are identified in the preliminary assessment required under N.J.A.C. 7:36-13.4 or by other means; and
5. Costs in excess of the sum of the approved Trust Fund funding plus the Matching funds.



## **SECTION 5. ELIGIBLE AND INELIGIBLE PROJECT ELEMENTS**

### **Project Eligibility**

- A. Activities eligible for funding include, in order of priority, projects that will support the increased public use or enjoyment of outdoor recreation land:
- a) Development of new parks that are for recreation and/or conservation purposes.
  - b) Expansion or improvement of existing parks.

Park development projects may include, and not limited to, for example:

Construction of a facility for outdoor games and sports, winter sports, boating, picnicking, fishing, biking, walking and hiking, swimming, camping, nature and historic interpretation, or similar activities. Other permitted uses include lighting, lightening detection systems, parking if it supports an outdoor recreational or conservation facility.

- B. Activities ineligible for funding include:

- a) Fully enclosed structures, including but not limited to: restrooms or comfort stations, maintenance and storage structures, concession stands or other similar structures.
- b) Rehabilitation of a specific recreation facility or feature that was developed with Trust Fund funding fewer than 10 years before. An application may be eligible under this paragraph if the municipality can demonstrate that the restoration or rehabilitation is necessary due to normal wear and tear on the facility or feature and not to abuse, neglect or vandalism.

### **Specific Project Eligibility Requirements:**

- 1) Projects are within the applicant's jurisdiction and the applicant holds the rights to develop on the property.
- 2) Municipality 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) Projects are consistent with the Playground Safety Subcode for New Jersey ([N.J.A.C. 5:23-11](#)), the Barrier-Free Subcode for New Jersey ([N.J.A.C. 5:23-7](#)) and Americans with Disability Act and the appropriate minimum accessibility guidelines for new and altered facilities; as per the Architectural and Transportation Barriers Compliance Board ([www.access-board.gov](http://www.access-board.gov)).
  - a. Submit the necessary certifications to comply with the County of Bergen's requirements for the Americans with Disabilities Act.

- 4) Projects must envision a minimum ten (10) year life span.
- 5) Projects must be properly maintained to be in a safe and useable state for access by all members of the public.
- 6) Municipality shall not take or permit any action, or fail to take any action that would be counter to or in violation of any federal or State regulatory or program laws or rules. Usage of the improved area shall be consistent with the policies of the New Jersey Department of Environmental Protection and Green Acres' rules and regulations.

## **SECTION 6. REVIEW OF APPLICATIONS AND EVALUATION**

Awards will be competitive in nature. Division staff will review completed applications. Projects will be reviewed based on:

- Consistency with Municipal Master Plan and/or Open Space Recreation Plans. If the project is not consistent with plans, applicants must explain why the project is not consistent with requisite plans.
- Provide sufficient explanation on how the proposed project is in support of increasing or improving outdoor active and/or passive recreation activities in the municipality. Factors that contribute to justifying this need include: lack of similar recreational facilities, outdated or unsafe equipment, increased recreation demand, etc.
- Any project viewed as maintenance, care, custodial, or policing expenditures will not be considered.
- Division staff will assign priority points to each application in accordance with protocols found in project evaluation criteria, (see Appendix B). This application review scorecard will be utilized to aid in ranking applications.

### **Regional Municipal Committees**

Program Funding is distributed into six established planning sub-regions, identified as follows: Central, Northern Valley, Northwest, Pascack Valley, Southeast, and Southwest. The distribution of Trust Fund money into each of these six sub-regions is based on the allocation ratio as calculated for the population of each sub-region as certified by the U.S. Census Bureau's population for Bergen County. Any unused funds will stay within the original sub-region to be rolled over into the next available funding round.

All applications will be reviewed and a ranking number is computed for each; per the application review scorecard. If the grant funding requests can be accommodated in any sub-region, then Division Staff will make recommendations for grant selections to the Trust Fund Public Advisory Committee. If funding requests exceed the funds available for any sub-region, then

the Division staff will present grant request information, the results of the ranking scorecard, to and convene a meeting with the respective Sub-regional Municipal Committee who will review the eligible applications. Regional Municipal Committee will consist of the municipal administrators from each municipality. The Regional Municipal Committee shall make recommendations for funding to Division Staff. Division Staff will then review recommendations; make adjustments to recommendations if necessary, then present recommendations to the Trust Fund Public Advisory Committee for inclusion in the annual funding recommendations list.

## **SECTION 7. GRANT AWARDS PROCEDURES**

A municipality that has been selected to receive grant funding is required to ~~executive~~ execute a Project Contract with the County.

### **Grant Administration Requirements by Municipality**

To advance the Project and confirm the eligible items funded by the grant award, the municipality must execute a Project Contract, drafted by the County, and returned to the County for execution. The Contract details the responsibilities of the municipality, as grantee, and the County in completing the project and maintaining it over time. Upon its execution it is a legally binding and enforceable document. The Project Contract defines the following:

- The timeframe for project completion, which is two years from the date of Board of County Commissioner Resolution awarding a grant amount to the municipality.
- The maximum grant amount based on the municipality's grant award.
- The scope of the project based upon the grant application.
- The reimbursement process and requirements, including the deadline for submitting the reimbursement request.
- The grantee's obligation to ensure the project meets all local, State and federal laws and regulations, including State and federal barrier-free accessibility requirements.
- The grantee's long-term obligation to:
  - Maintain the project area and facilities.
  - Keep the area open to the general public.
- The County's rights in response to violation to the Project Contract Agreement.

### **Steps Involved in Execution of the Project Contract:**

#### **Issuance of Project Contract**

The Project Contract is issued to grantees by the County within approximately 30 days of grant funding awarded by the Board of County Commissioners. Upon issuance of the Project Contract, the municipality must do the following:

- Pass a municipal resolution to accept the contract and the grant and to commit to the funding match. Sample language for the resolution is provided within the Contract. The County cannot execute the Project Contract without a proper resolution by the municipal governing body accepting the grant and committing to the match and the terms of the Project Contract. The resolution must be signed or sealed to verify its authenticity.
- Sign and return the Project Contract within 90 days of issuance. Within the 90 days of issuance, the grantee must sign and return the three copies of the Contract. It is important to note that the two-year project completion timeframe (the project period) begins when the Board of County Commissioners adopts the grant funding Resolution. Project Contracts must be executed (by both parties) prior to incurring project costs. Delays in executing the Project Contract will reduce the amount of time available for completion of the project.

#### Execution of Project Contracts

Project Contracts will be executed when returned to the Division in compliance with the above requirements. A fully executed contract is returned to the grantee with a letter of instruction from the Division.

### **SECTION 8. TIME FOR COMPLETION**

Municipalities must complete the grant funded project within the 2-year project period stated in the Project Contract. Failure to complete the project within the grant contract time period will result in forfeiture of the grant for failure to comply with the terms of the Trust Fund Project Contract. However, there are times when, for various reasons, completing the project within the project period is not possible. While the issuance of Project Contracts will not always correspond most conveniently with construction seasons, Municipal Park Improvement Projects are most likely to be completed on time if grantees plan on doing as much as possible before and during the first construction season within the project period.

The County will consider written requests for extensions that are submitted before the project period ends. Factors the County will consider in determining whether to grant an extension include how much progress has been made by the municipality towards completion of the project and to what extent delays were outside of its control. Requests for Project Period Extensions will be presented to the Division Staff and approved by the Trust Fund Public Advisory Committee. Project period extensions may require an amendment to the Project Contract and a Board of County Commissioner Resolution.

### **SECTION 9. REACTIVATION OF GRANTS**

A municipality may petition and make a presentation to the Trust Fund Public Advisory Committee, through the Division staff, a request to reactivate an expired grant. Factors the

Committee will consider in determining whether to reactivate a grant includes, but may not be limited to: (1) what progress has been made and why the project was not completed within the grant period; (2) to what extent were delays outside of the municipality's control. Approved project grant reactivation extensions may require an amendment to the Project Contract or sufficient report in the project file.

## **SECTION 10. GRANT CONDITIONS**

### **Plans and Specifications**

The park improvement development plans, specifications, and bidding documents must correspond with the Project Contract and comply with all applicable federal, State, and local laws and rules.

The municipality's Prime Professional (professional engineer, architect, or landscape architect) will prepare the plans, specifications and bidding documents. The form these documents take depends on the items included in the project, their cost, whether they are constructed or purchased. The Prime Professional is also responsible for overseeing the completion of the project, and must conduct a final inspection to certify that all aspects of the project were carried out satisfactorily.

The Project Contract will have a line item tabulation of those items in the scope of the Project that are eligible for reimbursement. If the municipality includes items that are not part of the Project Contract, the municipality must clearly specify which project scope items are associated with the Project, and/or which cost is not part of the Project Contract, when submitting reimbursement requests. Items not within the scope of the Project Contract will not be paid by the County.

### **Permits**

The development of the plans and specifications for the Project must be done in conjunction with securing all required permits, especially environmental permits. Because the conditions under which environmental permits are issued may require significant modifications to project plans and specifications, the municipalities are encouraged to begin securing all required permits as soon as they receive notification that the Project has been recommended for funding in order to avoid delays to the project.

### **Changes to Project Elements**

Any changes to the approved project scope of work, as identified from the Project Contract, must be submitted in writing to the County.

Written requests must include a description of the change, the reason for the change, and the impacts on the project. The Division may request, as appropriate, a set of revised plans and

specifications. Changes that involve a deletion or significant reduction to a scope element should include a discussion on the review and rejection of alternatives to this course of action.

Significant changes may include, but not limited to, changes in the natural environment such as the removal of trees, addition and/ or deletion of key project elements, substantial budget changes, and loss of matching funds. The municipality will be required to conduct a municipal public hearing and Resolution in accordance with Section 3. Grant Application. Any such changes are subject to review and approval by the County and will result in the need to amend the Project Contract.

## **Section 11. REIMBURSEMENT REQUESTS**

Grants are made strictly on a reimbursement basis. All reimbursement is based on the supporting documentation. This means that the grantee incurs the costs and then requests reimbursement for those costs.

Reimbursement cannot be duplicated from other sources. If the municipality has already received project cost reimbursement from another program (i.e. NJ Green Acres Program), the County must ensure it does not provide reimbursement to cover the same cost.

### **Preparing and Submitting a Reimbursement Request**

A complete request for reimbursement in must include all of the following:

1. A completed *Municipal Park Improvement Payment* form, see example in Appendix C. All blanks within the form must be completed, and the form must be signed by the municipal Chief Financial Officer (or equivalent) and the municipal administrator/manager (or clerk in the absence of such) grantee. If additional space is needed to list expenditures, a separate sheet of paper formatted in the same manner as on the form can be used.
2. Copies of the front and back of canceled checks for all expenditures. The copies must document that the check has cleared the bank. If canceled checks are no longer provided by your bank, include a copy of the non-negotiable check and a copy of the bank statement which indicates the check cleared the bank.
3. Copies of invoices (not purchase orders or statements). The invoices must include a precise description of the items or services provided. It must be clear from the description how the items or services relate to completion of one or more of the project scope items.
4. Copies of Contractor Application for Payment.
5. All applicable Contract Change Orders.

6. A short cover letter of transmittal note providing the name and phone number of the Project Manager who prepared the request and who can answer questions regarding its content.
7. The Post-Construction Certification form that the Project has been completed substantially in accordance with the construction plans submitted and describing any variation between the completed project and the construction plans (see example in Appendix D).
8. A one-page “as constructed” site plan no larger than 11” x 17”. This site plan should include the location of each completed scope item as well as the location of the park (see example in Appendix E).

All submittals must be in the PDF format and emailed to the Division.

Final reimbursement requests should be marked as “final” and submitted once all construction has been completed and all payments to contractors and suppliers have been made and documented but no later than the date specified in the Project Contract (90 days after end of the project period). By submitting the final reimbursement request, the municipality is signaling to the County that the project is complete.

Upon request of the County, the municipality must make available for review and/or submission to the County copies of construction contracts, the detailed bid proposal, any approved project change orders, and the record or as-built drawings.

## **Section 12. POST-PROJECT COMPLETION OBLIGATIONS AND PROGRAM RECOGNITION**

The municipality’s obligations under the Project Contract do not end with final reimbursement and close-out of the financial portion of the grant. The Municipality has long-term obligation that pertains to both the facilities developed with grant assistance and the project area encumbered by the Project Contract. Obligations regarding facilities endure for the life of the facilities. Obligations regarding the project area endure at least 10-years.

These long-term obligations include, but are not limited to:

- Maintenance of the project area and facilities, so they are attractive, inviting and safe.
- Management of the area and facilities in compliance with all applicable laws and regulations.
- Keeping the project area/facilities open and accessible for public use at all appropriate times, based on the type of facilities. Full or partial closure of the project area or facilities to public use is a significant violation of the grantee’s obligations under the Project

Contract. Extended, temporary closures for renovation or other purposes may be acceptable, but should be approved by the County before being implemented.

- Keeping the project area in public outdoor recreation use in perpetuity. Adding any non-recreation facility to the project area, including other government buildings (such as libraries or fire stations) and utility structures (including cellular towers) is considered a **diversion** of the project area to a non-recreation use. Diversion of park areas developed with grant assistance is strongly discouraged. Diversions require prior County approval and the implementation of specific mitigation measures as approved by the County. Mitigation measures normally include a requirement to replace the parkland with new parkland of equal or greater recreational or natural resource value and of equal or greater monetary value.

The County will perform periodic formal and informal inspections of the project area and facilities to determine compliance with the grantee's long-term obligations. The Municipality will be notified of any problems identified and will be asked to address them within a reasonable timeframe. The Municipality is obligated to comply with long-term obligations even in the absence of a Trust Fund post-completion inspection process. Failure to comply with long-term obligations is a violation of the terms of your Project Contract and will require mitigation. In addition, failure to comply with post-completion obligations will negatively impact its ability to compete for future Trust Fund Program grants.

### **Program Recognition**

Providing recognition for the program that funded the project is essential to the future success of the Program. With that in mind, grantees are encouraged to conduct a dedication/ribbon-cutting ceremony as soon as possible after the project has been completed. Notification to the local press and citizens should be completed prior to the ceremony. The grantee must notify the County/Trust Fund Administrator in writing at least 30 days prior to the ceremony indicating date, time and location of ceremony.

Providing program acknowledgement through signs, plaques, and written materials helps residents and visitors to the community see the benefits of the Trust Fund Program and the long-term importance to Bergen County's recreation estate. They also serve as a long-term reminder to future local officials that certain parks have grant obligations. Grantees are encouraged to acknowledge the role of the Bergen County Open Space, Recreation, Floodplain Protection, Farmland and Historic Preservation Trust Fund Program in written materials published throughout the life of the project. Program recognition language can be included in materials such as park brochures and maps, press releases, grand opening announcements, park posters, interpretative signs, displays and annual reports. Significant correspondence with the public or State or local officials might also recognize the contribution of the grant program when the primary focus of the letter is to provide promotional or informational material about the

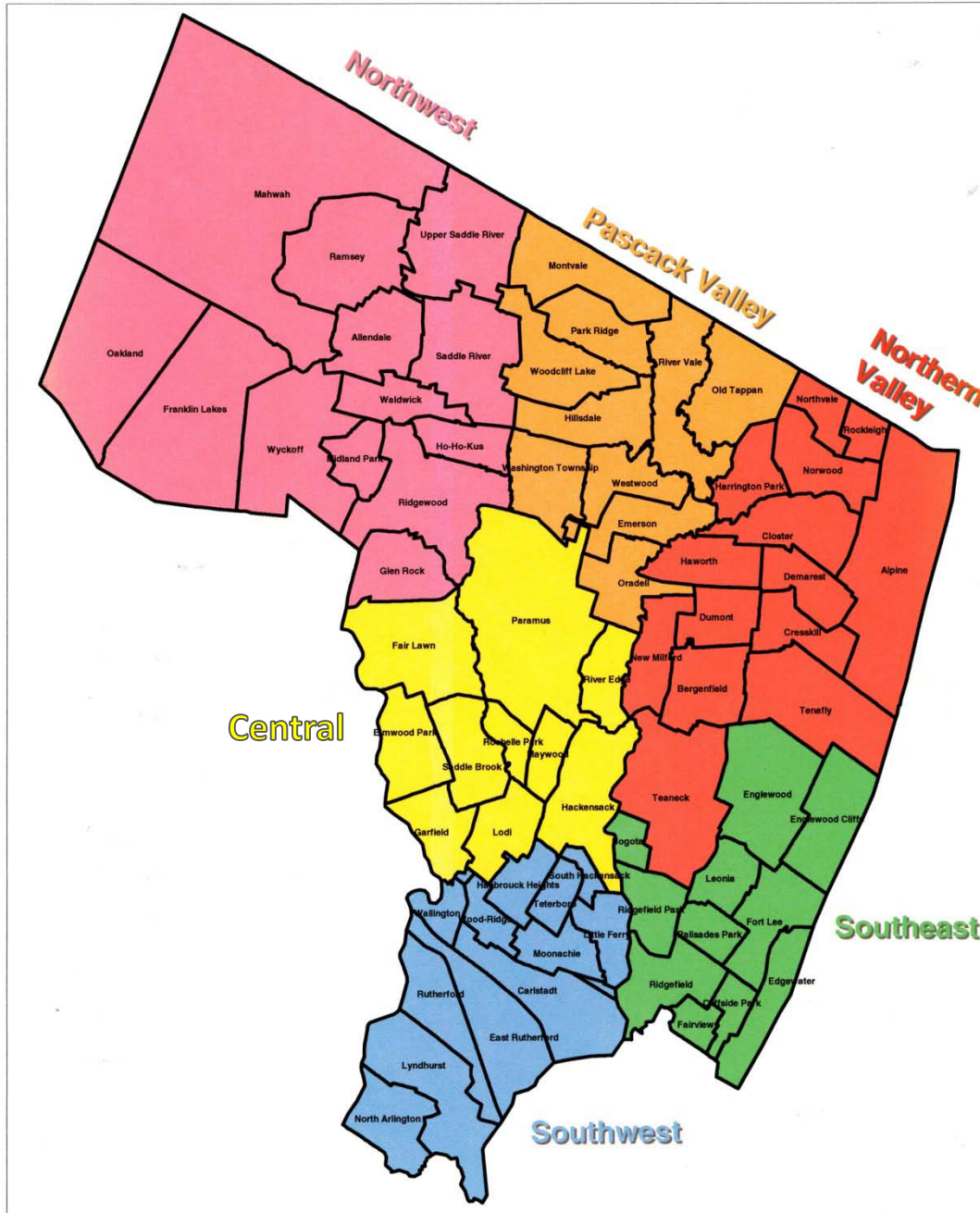


park/project site. Both materials specific to the grant-funded facility as well as written materials about the community's overall recreational programs can include acknowledgement of the programs.

Incorporating program recognition language into written materials is a long-term activity. Municipalities are not required to publish new or additional materials, but are strongly encouraged to add Trust Fund Program recognition language to parks and recreation publications as they are updated and reprinted. When the municipality includes recognition of grant assistance in its park literature, copies of publications should be sent to the Trust Fund Program Administrator for inclusion in the project file.

## **APPENDIX A: Trust Fund Municipal Program Regions**

**OPEN SPACE TRUST FUND  
MUNICIPAL PARK IMPROVEMENTS & LAND ACQUISITION PROGRAM REGIONS**



## APPENDIX B: Example of Project Implementation Schedule



### MUNICIPAL PARK IMPROVEMENT PROGRAM Project Implementation Schedule

*(Insert appropriate Information)*

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

**Municipality:** \_\_\_\_\_ **Date schedule was prepared/updated:** \_\_\_\_\_

**Project Completion Period (from Project Contract):** \_\_\_\_\_

**Final Reimbursement Request Deadline (from Project Contract):** \_\_\_\_\_

### PROJECT SCHEDULE

1. Complete Plans, Specifications and Bid Documents \_\_\_\_\_
2. Apply for/obtain Permits (if necessary) \_\_\_\_\_
3. Advertise for Bids/Quotes \_\_\_\_\_
4. Award Construction/Purchase Contracts \_\_\_\_\_
5. Begin Construction/Procurement \_\_\_\_\_
6. Complete Construction \_\_\_\_\_
7. Submit for Grant Reimbursement Payment \_\_\_\_\_

### APPENDIX C: Application Review Scorecard

<u>Criteria</u>	<u>Possible Pts.</u>	<u>Points</u>
Public Involvement in the Planning Process beyond minimum requirement of a public hearing.	0-10	10
Public Hearing conducted on proposed project before submission of application.	Negative 3 or 3 points	3
Adopted the Municipal Resolution authorizing application submitted with application.	Negative 3 or 3 points	3
Dedicated/allocated the required dollar-for-dollar cash matching funds for the project.	Negative 3 or 3 points	3
Provided sufficient detail on how the project will support increasing or improving outdoor recreation.	Negative 5 to 5 points	5
Project Scope of Work (SOW) is well defined.	Negative 5 to 5 points	5
Project will create public access where none exists or where existing access is undeveloped or restricted.	0-5	5
Incorporates trails, bike paths, or greenways.	0-5	5
Incorporates historic or archaeological resource enhancement or preservation.	0-6	6
Incorporates wildlife habitat protection.	0-6	6
Improves needed public access (visual and/or physical) to water.	0-6	6
Incorporates multiple uses and provides active and passive recreation opportunities.	0-5	5
Incorporates the rehabilitation or redevelopment of an existing facility that is greater than ten (10) years old.	0-5	5
Incorporates the reclamation of an underutilized, non-part site.	0-15	15
Proposed project is located in an already cleared area, to minimize additional clearing of trees and vegetation	0-6	6
Facility to be located where topography and soil conditions are suitable, to minimize grating, excavation, fill and drainage of a site	0-6	6
Project retains, enhances, or establishes vegetative buffers, or incorporates other site-sensitive techniques, to minimize impacts on sensitive areas such as forests, wetlands, steep slopes, endangered or threatened species habitat, and aquifer recharges areas.	0-6	6
<b>Total:</b>		<b>100</b>

**APPENDIX D: Example of Municipal Park Improvement Payment Form**



**MUNICIPAL PARK IMPROVEMENT PROGRAM**

**PROJECT PAYMENT REQUEST FORM**

**INFORMATION:** Payments are made on a reimbursement basis for up to 50% of the eligible project costs.

**Section 1 – Project Information**

Contract No.		Project Title		Vendor #	
Grantee			Contact Name		
Address			Contact Telephone		
City, State, ZIP, County			Email		
<p>All work must be completed and the Grantee must submit the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Post Construction Engineering Certification Form</li> <li><input type="checkbox"/> Photographs of completed/installed park improvements</li> <li><input type="checkbox"/> Applicable Americans with Disability Act Compliance Certification</li> </ul>					

**Section 2 - Project Scope Items**

List the items in the scope of the Project that are eligible for reimbursement. *If more space is needed, attach additional sheet(s) using the format below.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**Section 3 - Disbursement Detail**

---

**Provide copies of all documentation** such as canceled checks, invoices, contractor's statement, etc., must be enclosed with each request for reimbursement. *If more space is needed, attach additional sheet(s) using the format below.*

Date of Check Item	Check No.	Invoice Amount	Vendor Name (Check Issued To)	Project Scope
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<b>Section 4 - Grantee Certification</b>
--

I hereby certify that the information is complete and accurate and all expenditures for which reimbursement is requested are for eligible scope items as defined in the Project Contract for the above project, and that all expenditures have been made during the project period as listed in the Project Contract. I also certify that contractors listed were selected according to the procedures per the Local Public Contracts Law, and related rules, as outlined in the Project Contract, Section 4. Project Administration.

Municipal Chief Financial Officer (or equivalent)	Title	Date

Municipal Administrator/Manager (or clerk in the absence of such)	Title	Date

*Payments **will not** be processed without expenditure documentation and the required signatures.*

*Return this completed request along with copies of all attachments to:*

Mr. Robert Abbatomarco, Executive Director  
 County of Bergen  
 Department of Planning and Economic Development  
 Division of Open Space  
 One Bergen County Plaza, Fourth Floor  
 Hackensack, NJ 07601-7076

Phone: 201-336-6448

Electronic submission is required: [rabbatomarco@co.bergen.nj.us](mailto:rabbatomarco@co.bergen.nj.us)

**APPENDIX E: Example of Post-Construction Engineering Certification**  
**POST-CONSTRUCTION ENGINEERING CERTIFICATION**

**Bergen County Open Space, Recreation, Floodplain Protection, Farmland and Historic Preservation Trust Fund**

TO: Bergen County Open Space Trust Fund  
Department of Planning & Economic Development  
County Administration Building  
One Bergen County Plaza  
Hackensack, NJ 07601

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Open Space Trust Fund Project Contract No. \_\_\_\_\_  
Grantee: \_\_\_\_\_  
Project Name: \_\_\_\_\_

I, \_\_\_\_\_, hereby certify  
that the construction of the park improvement project known as

\_\_\_\_\_ has been completed substantially in accordance with the original and/or revised Trust Fund Municipal Program application and corresponding Trust Fund Project Contract on file with the Department of Planning & Economic Development. The park improvements are consistent with the scope of the project as stated in the original and/or revised Trust Fund Municipal Program application and corresponding Trust Fund Project Contract.

I further certify that the construction meets all state and local codes and current engineering practices and that health, safety, durability, and economy requirements consistent with the scope and objectives of the project have been met.

\_\_\_\_\_  
(Date) Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
License No.: \_\_\_\_\_

(Seal)



APPENDIX F: Example of "As Constructed" Site Plan



EXAMPLE OF "AS CONSTRUCTED" SITE PLAN

