

# Local Parks Maintenance Program

## Application Scoping Tool

The Local Parks Maintenance (LPM) program provides grants for deferred maintenance projects. The grant program offers two types of applications—multisite or single site—that differ from what the Recreation and Conservation Office (RCO) traditionally has funded in other grant programs.

To support applicant decision-making, RCO has created a decision tree and scenarios below. Both tools should help applicants understand if their proposed activity is a deferred maintenance activity eligible for funding and whether the activity could be part of a multisite or site-specific application based on its potential to impact cultural resources.

Applicants should work with their outdoor grants managers when developing grant requests. RCO will review all applications' proposed activities and scope for eligibility before final submission.

## Is it a Deferred Maintenance Activity?

The first part of effectively scoping an application involves understanding and applying the nested concepts of "maintenance" and "deferred" as they are defined in the policy guidelines. At a minimum, to be eligible, a proposed activity must pass a two-part test:

1. **It is a maintenance activity** (i.e., it is not development, improvement, or renovation). Generally, maintenance is focused on keeping up the original function and life of something old, rather than increasing its function or creating something new.
2. **The maintenance activity has been deferred** (i.e., it is not routine or operational). Generally, deferred maintenance is distinct from other types of maintenance in that it isn't a regular occurrence and should have been done earlier.

## Is it a Tier 1 or Tier 2 Deferred Maintenance Activity?

The second part of effectively scoping an application involves understanding a deferred maintenance activity's potential to impact cultural resources. Specifically, those deferred maintenance activities that involve ground-disturbance or work on a structure that is more than fifty years old likely will impact cultural resources. Activities potentially impacting cultural resources involve a different review process that affects the cost and timeline of the project. These activities are considered Tier 2 activities and only may be a part of a single-site application.

Deferred maintenance activities that don't disturb the ground or involve work on a historic structure are Tier 1 activities and may be part of a multisite or single-site application.

## Activities Decision Tree

For each activity considered, an applicant can go top to bottom through this decision tree to help understand if it is likely to be eligible for a grant, and if so, whether the activity would need to be a part of a single-site or multisite application.

**1. Would the activity be on land or facilities owned by someone other than the applicant?**

If yes, then it is NOT eligible.

If no, move to next question.

**2. Would it create a new recreational area or facility or element?**

If yes, then it is NOT eligible. These things would be considered a development project at RCO and would be eligible in different grant programs.

If no, move to next question.

**3. Would it involve the full replacement of existing, affixed, capital infrastructure like courts, shelters, or play equipment?**

If yes, then it is NOT eligible. Full replacement would be considered a development project at RCO and would be eligible in different grant programs. Partial replacement to maintain and/or extend the useful life of a facility or element would be an eligible activity. Smaller, movable site furnishings like picnic tables or garbage cans would be eligible for full replacement in this program.

If no, move to next question.

**4. Would it create a new use (e.g., adding a net) or expand the capacity (e.g., add lights to a field) of an existing area or facility beyond what the area or facility could accommodate when it was developed originally?**

If yes, then it is NOT eligible. These things would be considered a renovation project and would be eligible in different grant programs. Applicants certainly may perform these types of renovations in connection with deferred maintenance work at a site, but it could not be part of the scope of work for the grant and would not be eligible for reimbursement.

If no, move to next question.

**5. Would it create more than an incidental increase to the footprint of an existing area or facility?** Examples of an incidental increase include extending the eaves on a shade structure to prevent water pooling or widening a wooden foot bridge to waste less lumber.

If yes, then it is NOT eligible. These things would be considered a renovation project and would be eligible in different grant programs.

If no, move to next question.

**6. Is the work something the applicant would be expected to do many times a year (e.g., mowing lawns, prepping fields, cleaning bathrooms)?**

If yes, then it is NOT eligible. These are things RCO would define as operational maintenance expenses, which is not an eligible cost.

If no, move to next question.

**7. Is the proposed activity on a known archeological site?**

If yes, then it is NOT eligible. The likely cost and time to establish cultural resources compliance for a project on a known archeological site could take longer than the total funding timeline and cost more than the grant maximum.

If no, this is likely a deferred maintenance activity whose associated eligible costs are reimbursable through the grant. Keep going to understand whether this would be a Tier 1 or Tier 2 activity.

**8. Would it involve work on a structure that is more than fifty years old?**

If yes, then this is a Tier 2 deferred maintenance activity. These structures are subject to cultural resources review to determine whether they are historically significant. Deferred maintenance on a structure more than fifty years old only could be included in a single-site application for a single park site along with other Tier 1 and Tier 2 activities at the site and only would be eligible for funding in state fiscal year 2025 (July 1, 2024 to June 30, 2025).

If no, move to next question.

**9. Would it involve ground-disturbance of any kind?** This includes the following:

- Changing the existing horizontal and vertical surface grade
- Excavation, trenching, or digging holes of any size
- Turning or disturbing the soil surface

- Removal and/or replacement of below-ground elements

If yes, then this is a Tier 2 deferred maintenance activity. This activity only could be included in a single-site application along with other Tier 1 and Tier 2 activities at the site and only would be eligible for funding in state fiscal year 2025 (July 1, 2024 to June 30, 2025) unless pre-approved by RCO.

If no, then this is a Tier 1 deferred maintenance activity. This activity could be included in a multisite or single-site application and would be eligible for funding at any point during the state biennium (July 1, 2023 to June 30, 2025).

## Activities Comparison Table

This table lists a series of similar activities, one of which would be an eligible activity and one which would not. If eligible, the table provides additional information about whether, and under what circumstances, it would be a Tier 1 or Tier 2 activity. Applicants can look for a specific activity that most resembles what they plan to do, see whether it likely would be eligible for funding, and whether it could be part of a multisite or single-site application.

Eligible Activities	Ineligible Activities
<p><b>Replacing a broken slide on a playground structure.</b> This is clearly something that should have been addressed (deferred) and is a partial replacement that wouldn't create more than an incidental increase in the level of service (maintenance). If it doesn't involve sub-surface components, it would be a Tier 1 activity. If it involved swapping out a small under-ground support pillar, for example, it would be a Tier 2 activity.</p>	<p><b>Replacing a playground structure with a newer, bigger version. Ineligible</b> both because it is considered a development project that goes beyond the original level of service and creates more than an incidental increase to the element footprint.</p>
<p><b>Cutting back brush and trees from a trail that hasn't been managed for many years.</b> It wouldn't necessitate turning the earth (above ground), would return the trail to the original level of service (maintenance), and addresses an annual need that has been delayed (deferred). This would be a Tier 1 activity.</p>	<p><b>Rerouting a section of trail that is no longer useable. Ineligible</b> both because it is a development project that goes beyond the original level of service and creates more than an incidental increase to the element footprint.</p>
<p><b>Fixing a leaky bathroom roof.</b> This wouldn't increase the level of service (maintenance), and clearly isn't a routine need (deferred). If</p>	<p><b>Cleaning dirty bathroom walls. Ineligible</b> because it is something that normally would have to do multiple times a year and would</p>

## Eligible Activities

## Ineligible Activities

the bathroom is less than fifty years old, this would be a Tier 1 activity. If it is more than fifty years old, this would be a Tier 2 activity.

be considered operational maintenance rather than deferred maintenance.

**Repainting worn lines on a tennis court.** It wouldn't necessitate turning the earth (above ground), wouldn't increase the level of service (maintenance), and clearly isn't a routine need (deferred). This is a Tier 1 activity.

**Adding new lines and new nets to accommodate pickleball on a tennis court.** **Ineligible** because it would add a new use beyond what was originally intended. That would be considered a development project. Grant recipients may do this work in tandem with a maintenance project, but the development activities are not eligible for inclusion in the grant or reimbursement.

**Replacing old landscaping cloth and mulch.** Even though it exposes bare ground, it wouldn't necessitate change to the grade or turning the earth (above ground), wouldn't increase the level of service (maintenance), and isn't something that happens often (deferred). This is a Tier 1 activity.

**Removing sod to create new landscaped area with cloth and mulch.** **Ineligible** because it would be considered a development project that creates a new park element.

**Spot seeding, fertilizing, and spraying a sports field that has deteriorated over multiple seasons.** It wouldn't necessitate turning the earth (above ground), wouldn't increase the level of service (maintenance), and isn't something that happens often (deferred). This is a Tier 1 activity.

**Mowing a sports field to prepare for an athletic event.** **Ineligible** because it is something that normally would have to be done multiple times a year and would be considered operational maintenance rather than deferred maintenance.

**Installing new signs to meet accessibility standards.** For this program, minor new elements that help comply with accessibility standards are considered deferred maintenance because it moves the facility to a base level of required service (maintenance) that should have been done previously (deferred). If the sign is going on an existing pole, this is a Tier 1 activity. If it involves digging a hole to install a new signpost, this is a Tier 2 activity.

**Installing new interpretive signs for hikers.** **Ineligible** because it adds a new element beyond what originally was at the site and doesn't relate to meeting accessibility standards. This is a development project.

## Eligible Activities

## Ineligible Activities

**Resurfacing of an outdoor pool area.** It wouldn't involve changing the vertical or horizontal grade (above ground), would return the facility to a previous level of service (maintenance), and isn't generally an annual need (deferred). This is a Tier 1 activity.

**Resurfacing of an indoor pool area.** **Ineligible** because it is an indoor facility. Only structures that directly support outdoor recreational use (toilets, maintenance storage, picnic shelters, etc.) are eligible for maintenance funding.

**Replacing or refinishing rotting benches on a bleacher.** It wouldn't necessitate turning the earth (above ground), would return the facility to a previous level of service (maintenance), and isn't a routine need (deferred). This is a Tier 1 activity.

**Fully replacing a bleacher with a newer and bigger version.** **Ineligible** because it would be considered a development project that fully replaces a piece of substantial capital infrastructure.

**Replacing an old, non-functional port-a-potty.** It wouldn't involve changing the vertical or horizontal grade (above ground), would return the facility to a previous level of service (maintenance), and isn't generally an annual need (deferred). A port-a-potty is a movable site furnishing that is eligible for full replacement, so this is a Tier 1 activity.

**Replacing an old, non-functional vault toilet.** **Ineligible** because it would be considered a development project.

**Replacing old boards on a walking bridge.** It wouldn't necessitate turning the earth (above ground), would return the facility to a previous level of service (maintenance), and isn't a routine need (deferred). This is a Tier 1 activity.

**Replacing old boards on a dock.** **Ineligible** because it involves over-water work, which is not in this program.

**Patching or re-surfacing an old basketball court.** It wouldn't involve changing the vertical or horizontal grade (above ground), would return the facility to a previous level of service without full replacement (maintenance), and isn't generally an annual need (deferred). This is a Tier 1 activity.

**Re-surfacing a functioning basketball court to switch it to a soccer pad.** **Ineligible** because this would add a new use beyond what was intended originally and is a renovation project.

## Eligible Activities

**Swapping out a cracked piece of a concrete pathway.** This wouldn't increase the level of service (maintenance), and clearly isn't a routine need (deferred). If it doesn't involve regrading or digging, it would be a Tier 1 activity. If it involved digging out roots, for example, it would be a Tier 2 activity.

**Replacing an old truck used for deferred maintenance work.** Equipment is eligible provided it is essential for the grant recipient's maintenance program, is more cost effective than renting or leasing, and wholly is dedicated for future maintenance or construction. This is a Tier 1 activity that must be pre-approved by RCO as part of an application.

**Replacing a section of broken fencing to keep balls from bouncing out.** It wouldn't increase the level of service (maintenance), and clearly isn't a routine need (deferred). If it only involved replacing above-ground chain link or boards, for example, it would be a Tier 1 activity. If it involved removing and replacing below-ground fenceposts, for example, it would be a Tier 2 activity.

**Grading a curb and adding a handrail in a parking lot to meet accessibility standards.** For this program, minor upgrades and/or new elements that help retrofit facilities or areas to meet accessibility standards are considered deferred maintenance because it moves the facility to a base level of required service (maintenance) that should have been done previously (deferred). Because this does not involve subsurface elements, it would be a Tier 1 activity.

## Ineligible Activities

**Paving an existing gravel pathway to reduce future maintenance. Ineligible** because this would increase the overall level of service beyond what was installed originally and would be considered a renovation project.

**Replacing worn tires on a maintenance truck. Ineligible** because it would be considered a routine maintenance need.

**Increasing the height of a fence to keep balls from bouncing out. Ineligible** because this would increase the overall level of service and footprint beyond what originally was installed. That would be considered a renovation project.

**Establish a new concrete path to meet accessibility standards. Ineligible** because this create a significant new piece of infrastructure that would expand uses and capacity beyond retrofitting an existing element to meet accessibility standards. This would be considered a development project.

## Eligible Activities

**Leveling a gravel road to address access and drainage issues.** This would return the element to a previous level of service (maintenance) and isn't generally an annual need (deferred). If it only involved filling potholes and leveling bumps and adding gravel, it would be a Tier 1 activity. If it involved regrading that changes the horizontal and/or vertical surface grade, it would be a Tier 2 activity.

**Removing a hazard tree that died three years ago.** It wouldn't increase the level of service (maintenance) and should have been done in previous years (deferred). If the activity only involved chopping up and removing the tree while leaving the stump, it would be a Tier 1 activity. If the activity involved pulling up the root system and digging a new hole to plant a replacement tree, then it would be a Tier 2 activity.

## Ineligible Activities

**Paving a gravel road to address access and drainage issues.** **Ineligible** because this would increase the overall level of service beyond what originally was installed. This is a renovation project.

**Adding trees to a field wind break.** **Ineligible** because this would increase the overall level of service beyond what was installed originally. This would be considered a renovation project.