

Local Program Open Space Manual – TABLE OF CONTENTS

| | |
|---|-----------|
| INTRODUCTION | 1 |
| I. REQUIREMENTS & GUIDELINES | 1 |
| A. PLANNING | 1 |
| B. ANNUAL PROGRAM | 1 |
| C. CONSOLIDATED ANNUAL PROGRAM & GRANT APPLICATION | 1 |
| D. ACQUISITION PROJECTS | 1 |
| E. DEVELOPMENT PROJECTS | 2 |
| F. PLANNING GRANTS | 2 |
| G. CERTIFICATION | 2 |
| H. APPENDIX | 2 |
| I. GENERAL GUIDELINES | 2 |
| II. PROJECT AGREEMENT AND GENERAL CONDITIONS | 5 |
| A. DEFINITIONS | 5 |
| B. PROJECT EXECUTION | 5 |
| C. PROJECT COSTS | 7 |
| D. FINANCIAL RECORDS | 7 |
| E. OPERATION AND MAINTENANCE | 7 |
| F. COMPLIANCE | 8 |
| G. CERTIFICATION | 8 |
| H. MANUAL | 9 |
| I. AGREEMENT | 9 |
| III. PROJECT DESCRIPTIONS | 10 |
| A. CHANGES | 10 |
| B. SELL IT | 10 |
| C. EXAMPLES OF SUITABLE PROJECT DESCRIPTIONS | 10 |
| ANNUAL PROGRAM | 13 |
| A. PROCEDURES | 13 |
| B. PURPOSE AND USE | 13 |
| C. CONTENT AND FORMAT OF SUBMISSIONS | 14 |
| Form: ANNUAL PROGRAM FOR ACQUISITION | 16 |
| Form: ANNUAL PROGRAM FOR DEVELOPMENT | 17 |
| CONSOLIDATED ANNUAL PROGRAM | 18 |
| A. CHANGE IN LAW | 18 |
| B. THE INTENT | 18 |
| C. THE PROCESS | 19 |
| D. PROCEDURE AND REVIEW PROCESS | 19 |
| Form: General Instructions | 22 |
| Form: Consolidated Annual Program and Grant Application | 23 |
| ACQUISITION PROJECTS | 25 |
| A. PROJECTS WHICH MAY BE ASSISTED | 25 |
| B. AMOUNT OF ASSISTANCE TO APPLY FOR | 26 |
| C. ALLOWABLE PROJECT COSTS | 27 |
| D. APPLYING FOR ACQUISITION ASSISTANCE | 29 |
| E. PROJECT COST REIMBURSEMENT | 31 |
| F. PROJECT COMPLETION RESPONSIBILITIES | 31 |

| | |
|---|-----------|
| G. APPRAISAL FORMAT | 33 |
| Form: General Instructions | 36 |
| Form: Acquisition Application and Project Agreement | 38 |
| Form: Request for Reimbursement | 41 |
| DEVELOPMENT PROJECTS | 44 |
| A. PROJECTS WHICH MAY BE ASSISTED | 44 |
| B. AMOUNT OF ASSISTANCE TO APPLY FOR ON PROJECT | 44 |
| C. ALLOWABLE PROJECT COSTS | 45 |
| D. APPLYING FOR DEVELOPMENT or CAPITAL RENEWAL ASSISTANCE | 49 |
| E. PROJECT COST REIMBURSEMENT | 52 |
| F. POST COMPLETION RESPONSIBILITIES | 53 |
| Form: General Instructions | 55 |
| Form: Development or Capital Renewal Application and Project Agreement | 57 |
| Form: Request for Reimbursement | 59 |
| PLANNING GRANTS | 63 |
| A. PROJECTS WHICH MAY BE ASSISTED | 63 |
| B. PROJECTS NOT ASSISTED AS PLANNING GRANTS | 63 |
| C. COMPLETING THE PLANNING APPLICATION AND PROJECT AGREEMENT | 63 |
| Form: Planning Grant Application | 64 |
| LAND USE CONVERSIONS | 66 |
| I. POLICY | 66 |
| A. State and Federal Protection Laws | 66 |
| B. Request for Conversion of Use | 66 |
| C. What is Considered Conversion of Use | 66 |
| D. General Policies Governing Conversions of State POS and L&WCF Funded Parks and Open Space | 67 |
| E. Enforcement | 68 |
| II. PROCEDURES | 68 |
| A. Early Contact & Preliminary Reviews | 68 |
| B. Appeals for Denial of a Review | 68 |
| C. Formal Application Procedures and Documentation | 69 |
| D. Special Exceptions | 70 |
| E. Land Banks | 71 |
| EXHIBIT A: POST-COMPLETION RESPONSIBILITIES | 72 |
| A. Operation and Maintenance | 72 |
| B. Availability to Users | 72 |
| C. Conversion | 73 |
| D. Obsolete Facilities, Changes of Use | 77 |
| E. Post Completion Inspections | 78 |
| F. Post Completion Inspection Reports | 78 |
| G. Applicability | 79 |
| H. State Responsibility | 79 |
| I. Costs | 79 |
| J. Penalties | 79 |
| K. Service Inspection | 79 |
| EXHIBIT B: L&WCF SECTION 6(f) CONVERSION CHECKLIST | 80 |
| Land and Water Conservation Fund Section 6(f) Conversion Process | 81 |

| | |
|--|-----------|
| EXHIBIT C: CONVERSIONS AGENCY RESPONSIBILITIES | 83 |
| EXHIBIT D: FORMAL REVIEW COVERSION PROPOSAL PACKAGE CHECKLIST | 85 |
| EXHIBIT E: CONVERSION PROPOSAL REVIEW PROCESS | 86 |
| APPENDIX A: Department of Planning – The Visions | 88 |
| I. Guidelines on The 1992 Planning Act | 88 |
| A. The Background | 88 |
| B. The Eight Visions | 88 |
| II. How to Apply the Eight Visions to POS Projects | 89 |
| A. Show Consistency | 89 |
| B. How and Why is it Consistent? | 89 |
| APPENDIX B: Achieving Consistency | 90 |
| APPENDIX C: Local Land Trust Guidelines | 91 |
| APPENDIX D: Joint-use Agreement – Language | 92 |
| APPENDIX E: Funding Authorization | 96 |