

CITY PARK IMPROVEMENTS STATEWIDE \$7.5M

Grant Programs Management Policy

**Department of Finance & Administration/Local Government Division
(LGD)**

CITY PARK IMPROVEMENTS FUND (CPIF) POLICIES

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City Park Improvements Fund (CPIF) Policies

I. INTRODUCTION

On March 6, 2024, Governor Michelle Lujan Grisham signed in to law the approval of the 2024 Capital Outlay Projects. \$7.5 million for the City Park Improvements Fund (CPIF) was included in the 2024 Capital Outlay Projects Senate Bill 275 (“SB275”), sponsored by Senator Nancy Rodriguez. The Department of Finance and Administration (DFA) will oversee the administration of the City Park Improvements Fund (CPIF) program. Funding will be available on July 1, 2024. Reversion date June 30, 2028.

This document outlines the policies governing the use of these funds for planning, design, construction, renovation, repair, furnishing, and equipping improvements to city park facilities throughout the State of New Mexico.

II. PURPOSE

The CPIF aims to enhance the quality and accessibility of city park facilities across New Mexico. By supporting these improvements, the program strives to:

- Increase recreational opportunities for residents of all ages and abilities.
- Revitalize and modernize existing park facilities.
- Address safety concerns within city parks.
- Foster community engagement and a sense of place.

III. ELIGIBILITY

The CPIF program is open to the following entities within the state of New Mexico:

- Counties
- Municipalities
- Tribal Governments
- Special Districts

IV. APPLICATION CRITERIA

Applicants for CPIF funding must submit a proposal that adheres to the following criteria:

- **Project Description:** A detailed description of the planned park improvements, including the specific needs the project addresses and the anticipated benefits for the community.
- **Project Timeline:** A well-defined timeline outlining the project phases, from planning and design to construction and completion.
- **Budget:** A comprehensive budget breakdown detailing project costs, funding sources (including any matching funds), and a sustainable maintenance plan.
- **Environmental Considerations:**

- Entities are encouraged the use of environmentally friendly practices such as water conservation, native landscaping, and energy-efficient lighting.
- Entities will be required to comply with state and federal environmental regulations throughout the planning, construction, and maintenance phases.
- **Public Engagement:** A demonstration of community involvement in the planning process, including details on how the project aligns with community needs and preferences.
 - Entities will be required to conduct public hearings and engage local residents in the planning and design phases of park improvements.
 - Entities will be required to provide regular updates and maintain transparency regarding project timelines, budgets, and any potential changes in scope.
 - Entities are encouraged to establish mechanisms for public feedback and input throughout the project lifecycle.
- **Project Sustainability:** A plan outlining how the completed project will be maintained and sustained over the long term.
- **Beautification:** Beautification of city parks and rural communities is an investment in the well-being of residents and the vibrancy of these spaces. By enhancing these areas, we create inviting places that encourage recreation, community connection, and economic growth. Provide a statement that highlights the key benefits of beautification projects to include the following:
 - Improved well-being: Attractive parks and communities provide spaces for relaxation, exercise, and social interaction, leading to a healthier and happier population.
 - Stronger communities: Beautification projects often involve community members, fostering a sense of ownership and pride in their surroundings.
 - Economic benefits: Well-maintained parks and attractive communities can attract residents, businesses, and tourism, boosting the local economy.

V. PROJECT CATEGORIES

While all applications will be evaluated based on merit, some suggested project types that may be particularly well-suited for CPIF funding include:

- Construction of new playgrounds, sports fields, or walking/biking trails.
- Renovation of existing park facilities, such as picnic shelters, restrooms, or community centers.
- Accessibility improvements to ensure parks are inclusive for people with disabilities.
- Improvements to park safety features, such as lighting or security measures.
- Acquisition of additional parkland for the benefit of the community.
- Sustainable park infrastructure projects, such as water conservation features or energy-efficient lighting.

VI. IMPLEMENTATION

The Department of Finance and Administration (DFA) is designated as the administrator of the Fund. The DFA will establish a process for application review and grant selection. This process

may involve the creation of a review committee with expertise in park planning, development, and administration.

VII. REPORTING

Recipients of grants from the Fund will be required to submit quarterly reports to the DFA detailing the progress of their projects. These reports will include information on project expenditures, completion timelines, and any challenges encountered. A final report will also be required, including photographs of the project.

- Entities will be required to conduct post-project evaluations to assess the impact and effectiveness of funded park improvements.
- A final report providing outcomes, including usage statistics, community satisfaction surveys, and any economic or social benefits realized from the investments will be required

VIII. ADDITIONAL CONSIDERATIONS

- The DFA may establish additional policies and procedures for application submission, review, and grant administration.
- The specific allocation of funds will depend on the proposals received and the availability of resources.

IX. DECLINED OR RESCINDED FUNDS

- Fund grant recipient may decline or may not be able to utilize the funding. Grant awards may be returned by the grantee or rescinded by DFA. The funds associated with declined or rescinded awards will return to the available Fund balance and subsequently available for a new eligible grant application in accordance with DFA policy.
- Prior to executing a CPIF agreement, DFA may rescind the contingent award for any of the following reasons:
 - Any change to the entity's plans for project application submitted, including a change to readiness to proceed, or a change to the financial position of the entity.
 - Failure to secure the required documents per application.
 - Any other reason deemed appropriate by DFA and allowed by applicable law.
- Subsequent to executing a CPIF grant agreement for any type of requirements covered by this Policy, DFA may terminate the agreement and rescind the funds for the following reasons:

- Failure to encumber at least 5% of total grant award amount within 6 months after execution of the grant agreement.
 - Failure to comply with any terms or conditions of the grant agreement, including compliance with reporting requirements.
 - Any other breach of the grant agreement left uncured after proper notice.
- Pursuant to the grant agreement, funds remaining at the completion of grant agreements executed pursuant to this Policy shall revert to the General Fund.

These policies aim to create a structured and accountable framework for utilizing state appropriations effectively to enhance city park facilities and infrastructure across the State of New Mexico.

Contact Information

For further information on the City Park Improvements Fund, please contact the Department of Finance and Administration (DFA).