

CITY OF KELLER	POLICY NAME: Keller Development Corporation Matching Funds Policy
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1.00 ADMINISTRATION

REVISION DATES:

APPROVED AND DISTRIBUTED:
City Council (05/06/2014)

REVIEWED DATES:

APPROVED BY ADMINISTRATION:
Steve Polasek

DATE:
05/07/14



Keller Development Corporation Matching Funds Policy

I. Introduction

The Keller Development Corporation (KDC) Matching Funds Policy enables the City to leverage its capital funding to assist with the ongoing advancement of the Parks, Recreation & Open Space Master Plan.

The purpose of this policy is to provide a process for considering requests by petitioning individuals or organizations for Keller Development Corporation (KDC) Matching Funds projects. The following policy will become effective immediately upon approval of City Council. The City Council, at its discretion, may grant variances to this policy.

Proposed KDC Matching Funds projects will be considered on a project by project basis. The City will determine the percentage match up to 50% of the total project costs. Proposed projects requesting in-kind services matching will be handled per Section V of this policy.

II. KDC Matching Funds Project Application Procedures

A. Anyone proposing a KDC Matching Funds project should submit a proposal in writing to the Director of Parks and Recreation for consideration. Projects will be considered as funding is available. A form for this purpose will be available through the Department of Parks and Recreation.

B. The proposal should include a complete and detailed description of the project and, to the extent applicable, pictures and/or detailed drawings, estimated budgets, preferred location of the project, mechanism of funding the project, any stipulations that might go along with the

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project, and a justification/public benefit for the project.

III. KDC Matching Funds Project Evaluation Criteria

- A. Proposed projects will be considered on a project by project basis and should be consistent with the overall intended use of the parks as per the adopted Parks, Recreation & Open Space Master Plan as well as the following criterion:
1. Is the project located on public property?
 2. Is the project related to a currently funded Capital Improvement Project (CIP)?
 3. Is the project related to a project in the adopted 5-year CIP?
 4. Does the project benefit Keller residents?
 5. Does the project enhance a current parks and recreation system asset?
 6. Does the project assist with the acquisition of a capital purchase?
 7. Does the project have a useful life of at least five years?
 8. Does the project accelerate the completion of a CIP or Parks, Recreation & Open Space Master Plan project?
- B. The City of Keller reserves the right to accept or reject any project submitted for approval, and while every intention is to complete approved projects, the City reserves the right not to complete a project if found to be in the best interest of the City, and any costs incurred by the applicant will not be refunded or reimbursed. The applicant will receive the City's decision in writing after the decision is made.

IV. KDC Matching Funds Project Approval Process

- A. The Director of Parks and Recreation will review the proposed project for its consistency with the overall intended use of the City's parks and recreation system as per the adopted Parks, Recreation & Open Space Master Plan, and the evaluation criteria listed in Section III.
- B. If the Director of Parks and Recreation determines that the project is consistent with the Parks, Recreation & Open Space Master Plan, and/or is consistent with the evaluation criteria, he/she will place the proposal on an agenda for the Parks and Recreation Board to consider recommending to the KDC and the City Council.
- C. If the Director of Parks and Recreation determines that the project is not consistent with the Parks, Recreation & Open Space Master Plan, and/or is not consistent with the evaluation criteria, he/she will inform

the applicant in writing of the decision and the reasons for the finding and offer to schedule a meeting with the applicant in an effort to mutually refine the application for re-submittal.

- D. The applicant may appeal the Director's decision not to consider the project to the Parks and Recreation Board. The Parks and Recreation Board will make a recommendation as to whether the project should be considered.
- E. The Parks and Recreation Board will consider the proposed project and make its recommendation to the KDC and the City Council. The Parks and Recreation Board's consideration of the proposed project (including any in-kind services match) will be based on the extent to which the project is consistent with the overall intended use of the City's parks and recreation system as per the adopted Parks, Recreation & Open Space Master Plan, the evaluation criteria, and the overall benefit of the project to Keller residents.
- F. Following the Parks and Recreation Board's consideration of the proposed project, the Director of Parks and Recreation will place the proposed project and the corresponding matching funds request (including any in-kind services match) on a KDC agenda for their review and recommendation to the City Council.
- G. The KDC's consideration of the proposed project and the corresponding matching funds request (including any in-kind services match) will be based on the extent to which the project is consistent with the overall intended use of the City's parks and recreation system as per the adopted Parks, Recreation & Open Space Master Plan, the evaluation criteria, the overall benefit of the project to Keller residents, and the funding available for the project.
- H. Following the KDC consideration of the proposed project and the corresponding matching funds request, and if subsequently recommended for approval by the KDC, the Director of Parks and Recreation will place the proposal (including any in-kind services match) on an agenda for the City Council to consider for final approval.
- I. The applicant (individual or organization) reserves the right to withdraw the proposed project at any time during the approval process.
- J. All approved projects will be managed by the City; will become the property of the City once completed or received; and will be used at the sole discretion of the City.

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- K. The length of time required to complete the project will be determined by the Director of Parks and Recreation, and will be used when considering the project.
- L. The applicant must complete any fundraising requirements, if necessary, and deliver their portion of the matching funds to the City before the City will begin work on the project.
- M. The applicant must deliver their portion of the matching funds to the City within six (6) months of the project approval date unless additional time is granted at the time of approval. If the applicant fails to meet this requirement, the applicant will be required to reapply for matching funding.
- N. The projects status will be monitored by the Director of Parks and Recreation.

V. In-Kind Services Matching

In-kind services that result in a tangible asset may be eligible. Examples include, but are not limited to, Architectural/Engineering drawings, Construction Management services, and materials. In-kind services will only apply to expenses that the City would typically incur for project implementation. The Director of Parks and Recreation will work with the Finance Director to determine if the proposed in-kind request results in a tangible asset.

- A. Applications for in-kind services matching should be approved prior to the in-kind service being rendered or materials being purchased. All processes, materials and services must meet city standards, specifications and requirements in accordance with local, state and federal laws. In-kind services shall be afforded by qualified and experienced personnel capable of providing such services. The applicant must provide sufficient documentation of qualifications as determined and approved at the sole discretion of the Director of Parks and Recreation.
- B. The applicant for in-kind services matching must provide sufficient financial documentation from third party vendors regarding typical industry standard costs for materials and/or services. The Director of Parks and Recreation will review the documentation, evaluate it using comparable industry standard costs the City typically incurs, and make a recommendation to the KDC on a reasonable market value of the material costs and/or service fees.

- C. A timeline by which the in-kind services will be completed/received shall be submitted with the application.
 - D. The KDC may recommend, and the City Council will determine, the percentage in-kind match after their analysis of the benefit being received by the City with completion of the project.
 - E. Matching funds for in-kind services will not be expended until the in-kind services are completed/received as may be determined at the discretion of the Director of Parks and Recreation.
- VI. Recognition of Matching Funds Projects
- A. As determined by the Director of Parks and Recreation, a permanent plaque may be designated in the park or facility in recognition of the project to include the name of the project, its contributor(s), date of the project, and reference that the project was completed with funding through the KDC Matching Funds Program. The Director of Parks and Recreation will determine the size, materials, placement location and content of the plaque.
 - B. At the request of the applicant and upon completion of the project, the city will provide written acknowledgement documenting the scope of the project including the applicant's financial and/or in-kind contributions.

KDC MATCHING FUNDS PROJECT APPLICATION

Project Name: _____

Project Location: _____

Contact Person: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Cell: _____ Fax: _____

Additional Contact Person: _____ Phone: _____

Proposed Location: _____

Project Description: _____

Project Justification and Public Benefit: _____

Proposed Start Date: _____ Proposed Completion Date: _____

Projected Cost: _____ Funds Requested: _____

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Please enclose a project budget.

Check One:
Standard Match _____ OR In-Kind Match _____ %Match Proposed: _____

Does the individual/organization currently have its portion of the requested funds match?

If not, when does the individual/organization anticipate having its portion of the match and how will the funds be collected?

Please submit application and supporting documentation to the City of Keller Director of Parks and Recreation, PO Box 770, Keller, TX 76244 or by email at parksandrecreation@cityofkeller.com