



2014 Local Parks & Recreation Fund & Recreational Trails Program

Grant Project Workshop

Recreation Educational Services

Tennessee Department of Environment and Conservation

August 26-28, 2014





Local Parks & Recreation Fund (LPRF)

A 50%/50% state grant funded program for the purchase of lands for parks, natural areas, greenways, and for the purchase of land for recreation facilities. The funds may also be used for trail development and capital projects in parks, natural areas, and greenways.

2014 Funding Level
= \$6.6 million





Recreational Trails Program (RTP)

The RTP provides federal funding for both hard and natural surfaced new trail construction, trail maintenance, renovation and rehabilitation, trailhead and trailside facilities.

2014 Funding Level
= \$1.2 million



STEP 1:



Environmental Reviews



LPRF Environmental Review

- Grantees are required to complete their environmental review process before receiving a contract.
- If the scope of the project is 100% renovations and no land will be disturbed outside of the current foot-print, contact Debbie Smith for clearance (Contact info at end of presentation)
- Information about the grant project is to be sent to all designated state environmental review agencies (An example is provided on the disk)
- Once all environmental review agencies have provided their comments/clearance on the project, the Grantee must complete the Categorical Exclusion Request (CER). It must be sent to RES no later than December 1, 2014 for review and acceptance prior to receiving their contract for projects that do not require any permits or studies.
- Grantees must resolve any environmental issues within 90 days of being notified by the reviewing agency. If an issue is noted, Grantee must contact their consultant immediately to discuss.

Failure to meet these deadlines may eliminate funding for the grant award.



RTP Environmental Review

- Grantees are required to complete a Categorical Exclusion environmental review process before receiving a contract.
- Information about the grant project must be sent to all state and federal agencies listed for review and response. Review packet must also be sent to Grantee's PARTAS Consultant to allow RES to complete items for the Tribal Review and TDOT.
- Once all environmental review agencies have provided their comments/clearance on the project, the Grantee must complete the Categorical Exclusion Request (CER). It must be sent to RES for review and acceptance prior to receiving the grant contract for projects that do not require any permits or studies.
- Grantees must resolve any environmental issues within 90 days of being notified by the reviewing agency. If an issue is noted, Grantee must contact their consultant immediately to discuss.

Failure to meet these deadlines may eliminate funding for the grant award.



RTP Contract Steps

Once the CER is approved by RES, RES requests that FHWA obligate the funds.

In order to make the request, RES needs the following from the Grantee:

- Complete project scope
- Complete project budget (grant + match)
- Source of the matching funds clearly identified. CASH is best and expedites the process. In-kind has to be fully documented and detailed, i.e. (Third party agency name) will provide volunteer labor at \$7.25 an hour for 70 hours, or (Third party agency name) will provide xx Equipment Rental for xx hours at xx per hour.



A&E Plans Provision

- In the event a Grantee is required to obtain permits or studies that require Architectural and Engineering (A&E) plans to obtain environmental clearances, **AND** the grant application included A&E in the scope and budget, RES will evaluate the situation to determine if the Grantee will be allowed to enter into a contract with the understanding that the first item of business is securing said plans and obtaining environmental clearances from agencies that noted requirements.



State Environmental Agencies

- TDEC, Division of Archaeology
- TDEC, Division of Natural Areas
- TDEC, Division of Underground Storage Tanks
- TDEC, Division of Remediation
- TDEC, Division of Water Resources



Federal Environmental Agencies (RTP only)

- U.S. Fish and Wildlife Service;
- Tennessee Historical Commission, federal Section 106 determination;
- U.S. Army, Corps of Engineers, either Nashville or Memphis District office.
- Federal Highway Administration and Native American Tribe consultation (RES);
- TDOT 2.5 PM review, select counties(RES)

STEP 2:

Grant Contract Approval



No work can proceed, nor can any funds be reimbursed on the grant project, until the grant contract is fully executed.



Grant Terms

- Two years to complete grant
- Official LPRF or RTP grant acknowledgment sign must be ordered as soon as executed contract is received if there is not a correct past grant sign located at current grant site
- Work must begin within 60 days of the executed contract start date. A reimbursement request must be filed within the first 60 days.





Attachment A: Budget

- The Budget is the portion of the contract that contains line items that make up the total project amount
- Budget line items must be used to designate expenditures
- Any contract line item change greater than 20% of the original amount must be requested in writing to RES as soon as possible, after a discussion with the RES consultant.
- 50% of LPRF eligible expenditures will be reimbursed
- 80% of RTP eligible expenditures will be reimbursed.

Only Cash Expenditures will be reimbursed, you must spend money to get money



Notice of Limitation of Use (NLU)

NLU must be recorded against the property deed by the County Registrar of Deeds for restriction of use for public park and recreation (new NLU form requires deed and Section 6(f)(3) map to be attached)

NLU must be filed with RES prior to requesting the first reimbursement, unless first reimbursement request is for grant acknowledgement sign only.

*“Permanently
dedicated as a public
recreation site...”*





Appraisal Review for Land Acquisition or Land as Match

- A State of Tennessee licensed/certified real estate appraiser must prepare a Fair Market Value (FMV) land appraisal.
- RES will provide the current list of state of Tennessee certified appraisers.
- Appraisal should be dated no more than one year prior to the date of the grant award
- For all land acquisitions & land donations for RTP projects (not LPRF), the FMV appraisal will be reviewed, approved or disapproved by a 2nd level certified state appraiser, this cost is to be paid for by Grantee.
- Once land review is completed and accepted by RES, a request for reimbursement **must** be filed for the land to be logged in the system as match.



Public Notices

All notices, informational pamphlets, press releases, signs, and similar public notices prepared and released by the Grantee shall include the designated grant type logo or this statement:

“This project is funded in part by a grant from the Local Parks and Recreation Fund (LPRF) administered by the Recreation Educational Services Division, Tennessee Department of Environment and Conservation.”

or

“This project is funded in part by a grant from the Recreational Trails Program, Federal Highway Administration and administered by the Recreation Educational Services Division, Tennessee Department of Environment and Conservation.”

Step 3:

Design &

Construction



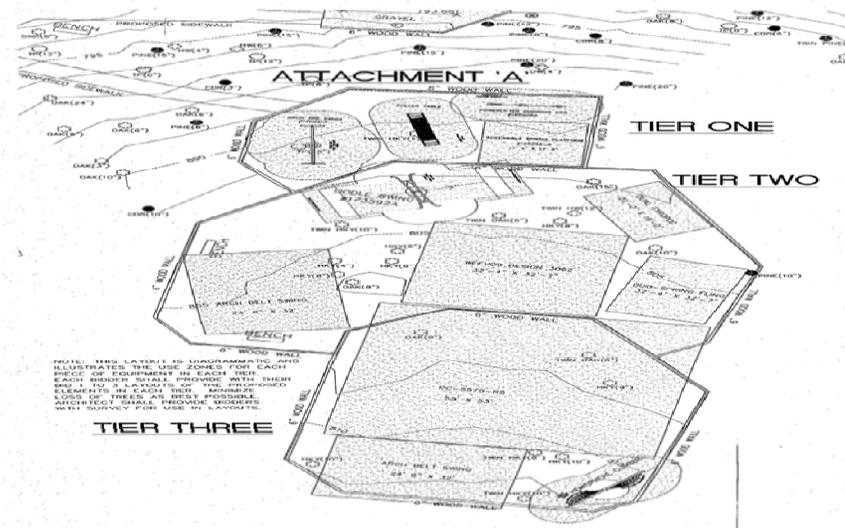


Progress On Grant

The Grantee must show progress within 60 days from the receipt of the executed contract or risk withdrawal of contract and funds.

Examples of acceptable signs of progress:

- Grant administration contracts
- Architect/Engineering preparation of construction documents
- Getting bids on the project
- Demolition
- Construction





Design Review

A design review meeting must be conducted with the Grantee's PARTAS Consultant and will include reviewing of the following:

- A&E plans for anything that is structural, mechanical or electrical
- Bidding specification
- Preliminary Construction/Project time line

PARTAS must review the
above before any item is bid or any
reimbursement, except for grant sign,
will be processed



Design Documents

- Projects **MUST** meet federal Accessibility guidelines, www.access-board.gov
- Project must meet all local, state and federal regulations
- Playgrounds must meet Consumer Product Safety Commission (CPSC) guidelines and safety surfacing must meet ASTM & pass an on-site HIC test





Preliminary Construction Schedule

Prepare a project timeline with approximate dates of construction milestones.

Example:

Mar. 1-7:

Bid specifications sent
to PARTAS Consultant

May 15- June 1:

Bid Advertised

June 3:

Bid tab sent to Debbie Smith for acceptance



Bid Requirements

- Grantee must follow local governments adopted, written procurement procedures. If local guidelines do not exist, you must follow State procurement procedures.
- A letter from the Grantee's Mayor must be provided to their PARTAS Consultant noting the bidding threshold and stating the Grantee will follow their local procurement procedures on all items that are projected to exceed the threshold. RES may at any time request Grantee's complete procurement procedures to verify Grantee has made a recommendation of award to an acceptable bidder
- All plans and specifications must be in compliance with all local, state and federal regulations.
- Project cannot be bid without prior submission and acceptance from RES



Bid Requirements (cont.)

- Construction Plans, Project Manual and Project Specification Manual will be submitted to Grantee's PARTAS Consultant for review and acceptance prior to bidding.
- Communities must submit a bid tab to their PARTAS Consultant including:
 - Advertisement showing date of ad and name of advertiser
 - Summary of bidders
 - A letter from the communities Mayor on community letter head indicating a recommendation of award
- RES's Grants Analyst must review, concur and accept the bid tab prior to the community awarding the bid, notification will be sent via email



Small, Minority and Women's Businesses

Small, Minority and Women's Businesses should be included on all potential contractor lists

- Encourage sub-contractors to solicit small, minority and women's businesses
- Directory of Minority and Female Contractors, Suppliers, Services listing

<http://www.tdot.state.tn.us/civil-rights/smallbusiness/>

- Disadvantaged Business Enterprise
www.tdot.state.tn.us/dbedirectinternet



RTP Requirements

Buy America:

This FHWA requirement applies to any/all steel and iron products used for construction of RTP projects.

Some examples are bridges, steel reinforcement rods, sheet steel, angle brackets, etc. that would be placed into concrete or used for bridge construction.

Exception is for over the counter products purchased at the local hardware store, see limits.

Limits: Either the greater of 0.10% or \$2,500, over this amount needs a Certificate/Proof the steel was manufactured in the U.S.A.

In preparing RTP project budgets and Bid documents, a specific line item for steel **MUST** be included in the budget/bid sheet.



RTP Requirements (cont.)

1) Buy America: All steel and steel products used in RTP construction must be certified as Buy America.

Guidance can be found at:

<http://www.fhwa.dot.gov/construction/contracts/121221.cfm>

- 2) All concrete used for a RTP grant project MUST be accounted for with weight tickets from each truck.
- 3) All concrete used for a RTP grant project MUST be tested to insure the proper PSI is obtained. Those records MUST be retained for the term of the project plus three (3) years after the project is considered federally closed for audit purposes.
- 4) Construction design drawings, project manual and specifications manual MUST be submitted and accepted by RES in writing before bid period is announced.



Sub-Contractor Authorization

A sub-contract is required for any services (labor) provided on a project that the Grantee will be reimbursed with grant funds. Example: oversight of installation. A copy of the draft sub-contract must be submitted to RES for acceptance BEFORE signing.

Grantees MUST submit to RES, an executed sub-contract and the completed Certification of Contractor form (both parties sign and date) for any/all sub-contracts for review and acceptance.

The Grantee must have prior written approval from RES before construction can begin.



Examples of Sub-contracts

- General Contractor
- Architect/Engineering Design services
- Development District grant administration
- Any written contract between the Grantee and a business/organization for the grant project

Additionally, RES needs to be informed about any:

- Operation/Management contracts with both private, non-profits or public entities. YMCA, Boys Club, Rotary Clubs, hospitals, etc.



Sub-Contractor Communication Authorization

- The Grant contract is between the Grantee and TDEC
- RES will not communicate with a sub-contractor until the Grantee submits a letter from Grantee Mayor authorizing RES to communicate directly with sub-contractors. This letter must be submitted via e-mail to the Grantee's PARTAS Consultant.



Construction Requirements

Grantees must hold sub-contractors to a schedule

- Plans/specifications submission date
- Construction start date
- Construction completion date





Signage

- Official signage is required at all project sites in a prominent location within 30 days from receipt of executed contract, contact your PARTAS Consultant to determine location
- EEOC, Title VI, Section 504 also must be posted in prominent location – see manuals for more details
- State of TN Comptroller signage required

Official Grant Sign





Official Grant Sign – RTP





Work Stoppages

PARTAS Consultant will be notified immediately if construction is ceased for 30 consecutive days for any reason

- Bad Weather
- Strike
- Material Shortage

Step 4:



Project Finances & Reimbursements



Match

- LPRF Grantees must match the grant funds with a 50% match, RTP Grantees must match funds with 20%

- Eligible matching

Sources:

- Cash
- In-Kind Services
- Volunteer labor
- Land (see next slide)
- Donations of Materials
- Grantee staff workforce





Land Policy- LPRF

To use land as a match:

- The land must not have previously been used for parks and recreation and must not be part of the protected boundary of a previously funded grant project. The land must be independently appraised as having the same, or greater, value as the amount of the LPRF grant, and must be dedicated entirely for park and recreation purposes after grant award.

To be reimbursed:

- You may acquire land and be reimbursed for it as long as it is acquired no more than 12 months prior to grant award. The land acquisition must be independently appraised, and its current value will be evaluated as the match.



Land Policy - RTP

To use land as a match:

- Ask RES first when considering using land as match!
- The land must not have previously been USED for parks and recreation and must not be part of the protected boundary of a previously funded grant project.
- Currently owned Grantee land is NOT eligible as RTP match.

To be reimbursed:

- Land cannot be acquired outside of the grant contract term!
- The land acquisition must be state certified appraised, have a 2nd level appraisal review and its current Fair Market Value will be evaluated as the match.
- A 3rd party donation may be eligible, ASK FIRST!



Donations

In-Kind match (donations, materials, equipment, land, labor, etc.) cannot exceed 50% of the project for LPRF match purposes or 20% of the project for RTP match purposes. Overmatch is acceptable, but will not count towards the matching share. For **RTP match, donations must be documented in writing.**

Grant funding must be applied to direct purchases of project supplies, services, and labor. ***You must spend money to receive money.***



Cost Limits

- Architectural/Engineering Services and Grant Administration are eligible costs providing they are a line item in the grant application budget. They cannot exceed more than 15% of the total project cost.
- Donated Labor will be reimbursed at the federal minimum wage rate (\$7.25/hour) unless otherwise approved by TDEC-RES, ask if you are unsure.
- Overhead costs are not reimbursable.



Automated Clearing House (ACH)

- All payments will be processed by electronic funds transfer
- In addition to completing and returning the completed ACH form, a deposit slip or voided check must be provided



Accounting Procedures

- The Grantee is responsible for maintaining an accounting system in accordance with the Tennessee Comptroller of the Treasury guidelines
- All statements are to be made in accordance with generally accepted accounting procedures and must account for all project funds
- Tennessee Department of Revenue Registration. The Grantee shall be registered with the Department of Revenue for the collection of Tennessee sales and use tax. This registration requirement is a material requirement of this Contract. Information can be obtained at <https://apps.tn.gov/bizreg/>



Reimbursements

- The Grantee is required to submit a reimbursement within 60 days of receipt of contract
- The second reimbursement must be filed within 60 days from initial reimbursement request and each subsequent reimbursement must be within 60 days from the previously filed reimbursement
- No reimbursements will be processed before the NLU is recorded unless they are for the grant acknowledgement sign. No reimbursement requests will be processed for items that have not followed review and acceptance procedures set forth in the grant manual and this PowerPoint.



Reimbursements (cont.)

- Final grant project reimbursement must be requested no later than 45 days after the expiration date of the contract.
- Grantee will only be reimbursed for cash expenditures, other documented information will be applied to the matching fund requirement.
- Supporting documentation for each item is required which includes invoices, front and back of canceled checks showing invoice payments, Individual Accountability Reports (IAR) for staff or volunteers.



End of Fiscal Year

- Any eligible work completed in a fiscal year must be reported with a reimbursement request through June 30th. Back-up documentation can follow within 45 days.
- Do not hold reimbursement requests past the end of a fiscal year.



Reimbursement Forms

- Reimbursement Form
- Expenditure Report
- Individual Accountability Report (IAR)





TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
RECREATION EDUCATIONAL SERVICES
 WR Snodgrass TN Tower, 312 Rosa L. Parks Avenue, 2nd Floor, Nashville, TN 37243
 PH: 615-532-0748 FAX: 615-532-0732
 LWCF/LPRF/NRTF/RTP

REQUEST FOR GRANT REIMBURSEMENT

Name and Address of Grantee:

Smallville
 123 Main Street
 Smallville, TN 34991

Grant Number: From top of Contract

Vendor Number: _____

Grant Term - From From first page of Contract

Grant Term - To From first page of Contract

Request Number: 1

Request Ending Date: 12/28/12

Person who handles

Contact Person: daily grant work **Phone Number** _____ **Fax Number** _____

Line Items (Must match Attachment A of Grant Contract)	A Total Contract Budget	B Year to Date Expenditures Through 12/28/12	C Cash Req'd or Expenditures (For RES use only)	D Prior Reimbursement Requests	E Total Current Expenditures	F Approved for Payment (For RES use only)
1. Salaries	\$10,000	\$542.00		0.00	\$542.00	
2. Benefits	\$2,000	\$100.00		0.00	\$100.00	
3. Playground/Surfacing	\$90,000	\$0.00		0.00	\$0.00	
4. Administration	\$15,000	\$1,000.00		0.00	\$1,000.00	
5. Pavilion	\$35,000	\$5,000.00		0.00	5,000.00	
Totals	\$152,000.00	\$6,642.00		0.00	\$6,642.00	

I certify to the best of my knowledge and belief that the data above is correct, all expenditures were made in accordance with the contract conditions, and payment is due and has not been previously requested.

For RES Use only: X %

Grantee Authorized Signature Name _____
 Usually the Mayor Title _____ Date _____

RES's Authorized Certification

Name _____
 Title Director Date _____

Total Reimbursement Due: \$ _____
Percent of Grant Reimbursed % _____

For RES Use Only:
Allotment Code: _____
Cost Center: _____



Unsettled Claims

RES may deny or suspend program eligibility or withhold grant funds to any Grantee which the State has an unsettled financial claim.

Step 5:



**Project Completion
Responsibilities**



General Closeout Procedures

- Submission by the Grantee of the Project Completion Certification (PCC) form to RES no later than the last day of the grant contract
- The PCC will trigger the Final Inspection, if all items in the scope of the project are not complete the inspection will be a Progress Inspection
- 25% of the grant funds will be held until a Final Inspection is completed by RES.
- If the scope of the project is not completed within 90 days from the end of the contract, Grantee may forfeit any remaining grant funds



Closeout (cont.)

- Final reimbursement must be submitted no later than 45 days after the last day of the grant term and shall contain no billing of services dated later than the last day of the grant term
- Closed but incomplete projects will be documented in the grant file and **will adversely effect future grant applications.**



Site Development & Control

- Management and Maintenance of Project Site – including hours of operation
- Non-exclusive use
- Compliance issues-ADA, Title VI, Section 504
- Fees and Charges Policy
- Safety Issues

**Dedication to public recreation –
FOREVER!**



Grand Opening/Dedication Ceremony

RES requests that all Grantees schedule a grand opening/dedication ceremony at completion of project.

Community should invite local dignitaries, media, state legislators, Congressional representatives and RES staff.



Maintenance

- Maintenance Plan in place for project site
- Preventative maintenance practices
- Personnel needed
- Safety issues
- Work schedules





Inspections

- RES Progress/Interim Inspection, minimum of 1 conducted at approximately 50% of project completion
- Final Inspection – once PCC is submitted, if all items in scope are completed the final inspection will close the project
- Post Completion Inspection will be conducted by the Grantee or RES staff every five years



Grant Project Scenario

Scope: New playground and pavilion with restrooms

- Grantee completes all environmental reviews and CE
- Grantee receives, signs and returns grant contract
- Grantee receives fully executed contract with 2 year grant term
- Grantee meets with PARTAS Consultant for project meeting and e-mails project time-line
- Grantee e-mails PARTAS Consultant playground rendering that meets all requirements, consultant reviews & accepts plans via e-mail
- Grantee e-mails PARTAS Consultant bid specifications, consultant reviews & accepts bid specifications via e-mail
- Grantee bids playground in local, regional preferred, media per their local procurement procedure
- Grantee submits bid-tab including all items required to PARTAS consultant who forwards them to Grants Analyst. Grants Analyst reviews & accepts bid-tab & recommendation of award via e-mail



Grant Project Scenario (cont.)

Scope: New playground and pavilion with restrooms

- Grantee e-mails un-executed contract with playground company to PARTAS Consultant who forwards it to Grants Analyst. Grants Analyst reviews and accepts via e-mail
- Grantee executes contract with playground company and e-mails executed contract and completed Certification of Contractor to PARTAS Consultant who forwards it to Grants Analyst. Grants Analyst reviews and accepts via e-mail
- Grantee authorizes playground co. to begin project
- Grantee sends ASTM certification of playground safety surfacing to PARTAS Consultant, Consultant accepts via e-mail
- Grantee works with PARTAS consultant on date to schedule Head Injury Criteria (HIC) Test for playground safety surfacing at completion of playground
- PARTAS Consultant attends HIC test and completes safety inspection on playground. Grantee is advised to not pay invoice in full until Playground Safety Test and HIC test are completed.



Grant Project Scenario (cont.)

Scope: New playground and pavilion with restrooms

- Grantee e-mails PARTAS Consultant A&E stamped plans for pavilion with restrooms that meets all requirements. Consultant reviews and accepts plans via e-mail
- Grantee e-mails PARTAS Consultant bid specifications, Consultant accepts bid specifications via e-mail
- Grantee bids pavilion with restrooms in local, regional preferred, media per their local procurement procedure
- Grantee submits bid-tab including all items required to PARTAS consultant who forwards them to Grants Analyst, Grants Analyst reviews and accepts bid-tab and recommendation of award via e-mail
- Grantee e-mails un-executed contract with playground company to PARTAS Consultant who forwards it to Grants Analyst. Grants Analyst reviews and accepts via e-mail



Grant Project Scenario (cont.)

Scope: New playground and pavilion with restrooms

- Grantee executes contract with pavilion with restrooms contractor and e-mails executed contract and completed Certification of Contractor to PARTAS Consultant who forwards it to Grants Analyst. Grants Analyst reviews and accepts via e-mail
- Grantee authorizes contractor to begin project
- Grantee notifies PARTAS Consultant of 50% completion of pavilion with restrooms
- PARTAS Consultant schedules a Progress Inspection
- Grantee submits PCC for grant
- PARTAS Consultant schedules a Final Inspection
- If all items in scope of project are completed, PARTAS Consultant completes final inspection

Just to Review

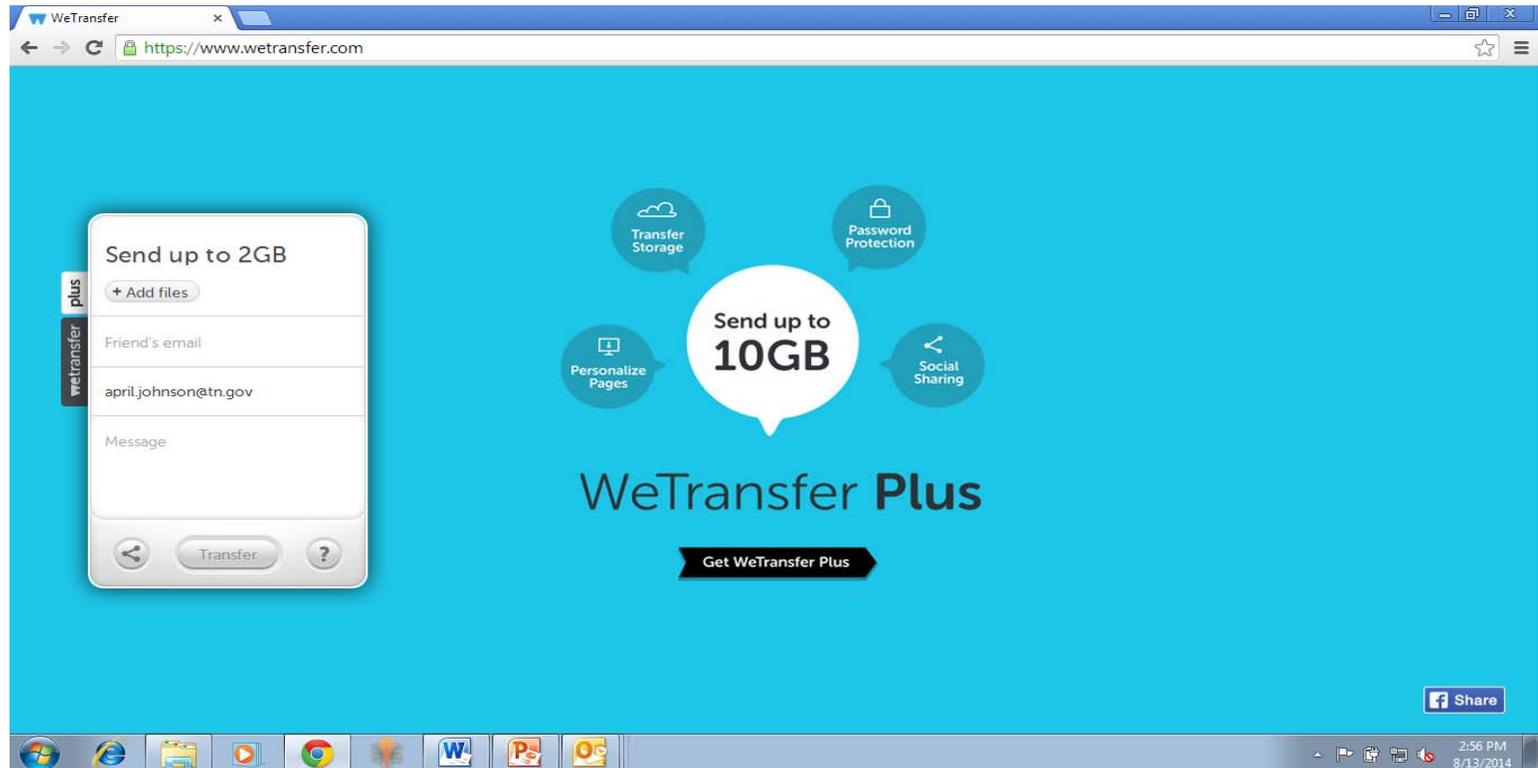




- All documents are required to be submitted electronically with the subject line of the e-mail to include: the grant cycle year, type of grant, Grantee name, project title and item info. For example:

2012 LPRF Hamblen Co. Splash Pad drawings

- For multiple attachments www.wetransfer.com is a file transfer protocol that is free of charge





- All reimbursement requests must be submitted to: Accounts.Payable@tn.gov If you have not received correspondence from RES that your reimbursement request has been forwarded to RES from Accounts Payable within 5 business days, please notify your PARTAS Consultant
- RES processing time-line is as follows:
 - Grantee's PARTAS Consultant will notify Grantee of receipt of documents via e-mail within 2 business days of receipt
 - Notification will include information on the RES staff that is responsible for reviewing documents and a deadline (7 business days) for comments on documents submitted
 - In the event that additional information is needed, Grantee will have 7 business days to submit all requested documents in a single submission or the request pertaining to the documents will not be processed and a new submission including all needed documents will be required



- Contracts are for 2 years
- Grantee will prepare environmental clearance documentation. RES may assist after packet has been sent to reviewing agencies if Grantee incurs an issue with obtaining response or clarification of requirements. RES will not prepare environmental packet for Grantee
- Community has 90 days from notification of environmental issue to resolve and must notify their PARTAS Consultant of issue
- Contracts will not be released until all environmental and land issues are resolved, unless the environmental issue required plans and A&E was included in grant application



- Official grant acknowledgement sign must be located at project in a prominent spot
- Reimbursement must be filed for grant sign within 60 days from receipt of contract
- Reimbursements must be filed within 60 days from previous reimbursement
- Progress must be shown on project within 60 days from receipt of executed contract
- NLU must be recorded prior to requesting a reimbursement, unless the request is for grant acknowledgement sign only
- No public meeting needed after award announcement



- A Categorical Exclusion (CE) Request is **APPROVED** when all necessary documents are in (including surveys, permits, studies, etc.) and all CE Request forms have been signed and dated by both the Mayor (after the date of the last clearance letter) and RES. An approved CE, unless project is an LPRF renovation that does not disturb land outside of the current footprint and an e-mail notification is received, is required prior to receiving an executed contract.
- Playgrounds must file surface material ASTM certification and have a HIC test performed with PARTAS Consultant present
- Plans and bid documentation must be reviewed by PARTAS Consultant prior to bidding



What's next?

- Completion of Environmental Reviews
- Studies and Permits as needed
- Contract will be sent for signatures
- Executed contract will be returned
- Letter authorizing communication with any outside firm
- Within 60 days from start of grant contract the first reimbursement request must be received and progress must be documented
- All other procedures in manual must be followed, i.e. plans reviews, bid specification review, etc.
- Land documents must be reviewed and accepted prior to filing a request for reimbursement



RES Contact Information

Project Design, Construction, Completion Requirements:

April Johnson- PARTAS Manager

Knoxville Office 865-898-0956, FAX 865-594-6105

E-mail: april.johnson@tn.gov

Mackel Reagan- PARTAS Consultant

Nashville Office 615-532-0755, FAX 615-532-0732

E-mail: mackel.reagan@tn.gov

RTP grant for State Parks

Bob Richards- PARTAS Consultant,

Greenways & Trails Coordinator

Office 615-532-0753, FAX 615-532-0732

E-mail: robert.richards@tn.gov



RES Contact Information (cont.)

Environmental review, land review, sub-contract approvals, bid documentation review and acceptance:

Debbie Smith - Grants Analyst

615-532-0051 / E-mail: Debbie.Smith@tn.gov

Contracts, Eligibility:

Alice Burke- Grants Administrator

615-532-0765 / E-mail: alice.burke@tn.gov

Reimbursements:

Silke Arnold- Accounting Technician

615-532-0758 / E-mail: silke.arnold@tn.gov



RES Contact Information (cont.)

Gerald Parish, Director

615-532-0538 / E-mail: gerald.parish@tn.gov



*Recreation
Educational
Services*

**WR Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 2nd Floor
Nashville, TN 37243-0439
(615) 532-0748**



Questions & Answers