

Project Costs

- **Project costs submitted in the application will become the budget for the project.** List all proposed project elements and the estimated cost of each element. All elements included in the project costs must be shown on the site plan, except for items such as grading, utilities, and planning. Round project costs to the dollar.
- **Accurate Cost Figures are Important:** If the actual costs are more than those listed in the application, the local government will need to use its own funds to cover the difference.

Costs to Build or Renovate Facilities

- **How to be More Accurate:** Get cost figures from contractors, landscape architects, or planners who develop parks and recreational facilities.
- **Consider the impact of inflation.** Assume the project may be completed three years after the grantee signs a contract with the state.
- **Be Specific:** Include specific units (sizes, numbers, lengths, etc.) for each element in the project costs. Include dimensions or square footage of all indoor or sheltered facilities. Also, include utilities and other infrastructure.
- **Contingency:** A contingency amount of five percent of the total cost to build or renovate a project (up to \$50,000, whichever is less) may be included.
- **ADA Accessible Routes:** Be sure to include accessible routes and ADA signs in your project costs.
- **Ineligible Items:** Sports equipment (balls, bats etc.), tools, maintenance equipment, office equipment and indoor furniture are not eligible. All items must be permanently secured. Exception: items that are typically portable, such as soccer goals, picnic tables and bleachers, must remain at the project site.

Costs to Acquire Land

- **Value of the Land:** Use an appraisal completed using the [Universal Standard of Professional Appraisal Practices](#) (USPAP) or the assessed property tax value for the land that you are planning to buy or that will be donated to the local government (page 17). A USPAP appraisal, which is more accurate, is required for the local government to receive PARTF grant funds.
- **Bargain Sale:** If the landowner is willing to see property for less than the appraised value, the difference is a donation. The appraised value of the land should be included in the Project Costs. Contact your regional consultant if your project includes a bargain sale.

Planning and Incidental Costs

- **Planning Costs:** For projects to build or renovate facilities, the following costs are eligible: architectural and engineering fees, site plans, design and construction drawings, construction management, and preparing project costs. Park master plans and system-wide plans are not eligible for reimbursement.
- **Land Acquisition Costs:** Appraisals, title searches, surveys, and attorneys' fees can be included as incidental costs.
- **Limit on Planning and Incidental Land Acquisition Costs:** The sum of planning costs, incidental land acquisition costs and the cost of preparing an application cannot exceed 20 percent of the total cost of the project or \$200,000, whichever is less.

Eligible Planning or Incidental Costs

- These costs are eligible if they are incurred after May 1, 2018 (two years before the application deadline) and before the end date for the PARTF contract. Remember to include these costs in the Project Costs for the project and to keep copies of the invoices to submit for reimbursement.

Project Costs *(continued)*

Use the format below to show the costs of the project. As in the sample below, include the title of the project, the name of the local government and the date the document was prepared.

Project Costs
DRAFT_Whitaker property - Town of Oak Ridge
March 2020

Project Elements (Include specific units - sizes, numbers, lengths, etc. - for each item.)	Unit	Unit Cost	Total Item Cost
Building and/or Renovating Costs			
8' Wide Asphalt Paved Multi-Use Trail	7,200 linear ft.	\$40 / linear foot	\$288,000
6' Wide Concrete Sidewalk	1,065 linear ft.	\$35 / linear foot	\$37,275
25'x25' Picnic Shelter	Each	\$75,000	\$75,000
Playground	Lump Sum	\$120,000	\$120,000
2 – Lighted Multi-Purpose Fields	Each	\$200,000	\$400,000
Restroom Building	Lump Sum	\$250,000	\$250,000
Parking and Entrance Road	6,395 Sq. Yard	\$35 / Sq. Yard	\$223,825
Site Preparation (clearing, grading, and erosion control)	Lump Sum	\$304,600	\$304,600
Cost to Build or Renovate			\$1,698,700
Contingency for the Cost of Building / Renovating			
Contingency (not to exceed 5% of the cost to build or renovate)	5%		\$84,935
Planning and Construction Administration			
Construction management, site planning, preliminary design, survey, or the cost of preparing the application (not to exceed 20% of the cost of the project)	10%		\$169,870
Total Project Cost			\$1,953,505
Total PARTF Grant Request			\$450,000
Total Local Match			\$1,503,505