

**COMMUNITY-BASED  
PARK IMPROVEMENTS  
IN  
WASHINGTON STATE PARKS**

**APPLICATION PACKET**

**June 2003**



**WASHINGTON STATE PARKS AND RECREATION COMMISSION  
PARKS DEVELOPMENT SERVICE CENTER**



WASHINGTON STATE PARKS & RECREATION COMMISSION  
PARKS DEVELOPMENT SERVICE CENTER

## COMMUNITY-BASED PARK IMPROVEMENTS

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June 2003

# Community-Based Park Improvements in Washington State Parks

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### Introduction

Thank you for your interest in enhancing the Washington State Parks system.

This packet contains information about how community groups can work with the Washington State Parks and Recreation Commission (State Parks) to construct or provide improvements to facilities in State Parks.

This packet explains the application process for proposals by community groups, and it includes the necessary paperwork and instructions for the application process.

## General Information

As a state agency, construction and facility improvements in State Parks are traditionally funded using state general funds. In recent years, there has been an increasing need to find additional resources to fulfill the needs of parks as visitation increases. With current budget constraints and considering the public's love of parks and open space, it is inevitable that some initiative for park projects and enhancements will come from you, as members of the community. Providing an additional facility or facility improvement to the state parks system can be time-consuming and challenging for all involved, but the payoff can be worthwhile. It is satisfying for all parties to see a project accomplished which meets a real public need.

A "community-based park improvement" is a construction project proposed to be accomplished by individuals, groups, churches, charities, organizations, agencies, clubs or associations using donated labor and/or materials that results in a permanent change to state park lands or structures, or that creates an additional structure on state park land.

To complete a community-based park improvement in state parks, required steps must be taken to stay within state laws and agency guidelines. A community group should understand these steps before embarking on such a project. An important consideration for the agency is whether or not there are sufficient resources within the agency to be able to engage in a project proposed by the community.

This packet explains the process to you as potential community partners. The steps laid out in this process for community groups are the same steps that must be followed by the agency for similar projects. Following the process through all the phases will pave the way for successful project implementation and a valuable partnership between the agency and community.

## **Process for Community-Based Park Improvements**

The process from the conception to the final product consists of several phases. Each phase includes issues that may or may not relate to your project. Our purpose in describing these issues is to give you a realistic idea of the potential complexity of your group's proposed project and prepare you for the necessary level of commitment.

Below is a brief explanation of each phase. Each phase is described more fully in this packet.

### **I. Initial Concept Review Phase**

During this phase, you will present your initial proposal to the Park Manager. The Park Manager will review and discuss your proposal with you and will inform you whether or not your project proposal can potentially be accepted by State Parks. If so, the Park Manager will provide you with the Application Packet.

### **II. Application Phase**

This phase requires that your group prepare paperwork to fully describe your proposed project. You will need to prepare: 1) the Work Project Request, Form 0-34; and 2) draft designs. You will also need to review the Checklist, discuss with the Park Manager, and complete as much as is possible at this point. These documents will allow agency staff to do a wider review of your proposed project.

The Park Manager will notify you as to whether or not your project receives conceptual approval. If it does, you will move to the Formal Planning Phase.

### **III. Formal Planning Phase**

In this phase, your group will obtain required plans and permits. You will need to prepare a budget, financial plan and timeline, as well as provide legal safeguards. This is the phase where you will submit all the details of the proposal for final approval.

### **IV. Implementation Phase**

Your group will be able to enter this phase if your proposal receives final approval. You will receive a State Parks Permit to proceed with improvement to or construction of a park facility. Your project will require inspections, as-built plans, and photographic history.

## I. Initial Concept Review Phase

Your first contact with State Parks will be to present the concept of your proposal to the Park Manager or designee. Your project proposal may be in the form of writing and drawings. You may also present your proposal verbally, if you have enough details for the Manager to make a proper determination.

The Manager will determine if the concept is feasible using the following elements:

- Is the project well conceived?
- Does State Parks have authority to allow this development or renovation according to applicable state laws?
- Does it fit within the context of the park plan and agency policies?
- Does it meet an established public need?
- What is the anticipated cost to complete the project?
- What is the anticipated cost to maintain and operate the project, once completed?
- Does the group or the agency anticipate having the funds and resources to maintain and operate the project?

*Check Point: Accepted or Not Accepted.*

The Manager may confer with other agency staff to make this determination. If the Manager accepts your initial concept, your group will be able proceed to the Application Phase.

Depending upon the complexity of your project and staff availability for review, this process could take a couple of weeks.

## II. Application Phase

After you receive initial concept approval from the Park Manager, you can begin working out the details of your plan. You will need to identify a contact person and an alternate contact person to be the liaison between your group and State Parks. The contact person will be responsible for providing efficient communication between your group and the agency throughout the process.

This phase is the time during which you will fully describe your proposed project using the documents listed below.

### a) **Work Project Request, Form 0-34**

Your group will use the Work Project Request, Form 0-34, to describe your proposed project. The information it contains will be used to evaluate your project. Form 0-34 is an agency document that is also used by State Parks staff to request approval and funding for maintenance and repair projects. Form 0-34 and the accompanying instructions are located in the Appendix.

### b) **Draft Designs**

Your group will also need to prepare draft design documents showing plans, designs, or drawings of your proposed project. You should include a location map of the proposed facility. Design standards for your particular project may be available from the agency.

### c) **Checklist**

The Checklist for Community-Based Park Improvements is a working document to assist your group to plan and discuss the project with the Park Manager. It lists many of the issues that may relate to your project, and it will serve as a discussion piece to clarify and resolve the particular issues. This will help avoid any misunderstandings later in the process. The Checklist should be submitted with your proposal, and it can also be used to "check off" tasks as they are completed at a later date. **Please note that the Checklist may not be comprehensive for your specific project. Other regulations or items may arise that need to be addressed and added to the Checklist.**

#### *Check Point: Accepted or Not Accepted.*

When your group submits the completed Work Project Request, design documents, and Checklist to the Park Manager, he or she will forward the information to the Region for analysis by Agency Reviewers. If the Reviewers recommend that it move forward, they will evaluate the project and provide requirements for the project. The Reviewers will also assign an agency contact that will meet with your group to discuss the requirements. If the Reviewers determine the proposal is not appropriate for the park, the Park Manager will inform your group that the proposal cannot move forward.

This phase could take several months depending upon the complexity of the project, the amount of staff time required for review, and the ability of your group to do the work.

### III. Formal Planning Phase

After the Agency Reviewers evaluate and accept the Work Project Request, your group will need to examine the requirements necessary to proceed with the project. At this point, your group can decide whether to continue into the Formal Planning Phase. **Please note: Acceptance of the Work Project Request by the Agency Reviewers during the Application Phase does not ensure the final approval of the project.**

#### a) Budget and Financial Plans

Your group is responsible for preparing the budget for your proposed project and, in some cases, may be responsible for providing resources for operation or maintenance. To demonstrate that your group can provide the necessary resources, a budget and financial plan are essential. Use the items on the Checklist to discuss the needs and options for operation and maintenance, and to come to an agreement as to who will do what in the future.

#### b) Required Plans

Your group is responsible to get required plans drawn up and stamped by an appropriate licensed professional. The expenses for such plans must be borne by your group. The licensed professional must be aware of agency standards while drawing up such plans and should work closely with the agency contact to ensure that agency standards are upheld.

#### Construction

*Budget:* Prepare the construction budget and compile the list of necessary materials and supplies.

*Financial Plan:* Prepare a plan that will detail how you will finance project. Address such issues as: do you currently have funds available for construction; what are your anticipated funds and from what source; will your group solicit donations of labor, technical or professional advice, or monetary donations? Explain, as thoroughly as possible, all facets of the construction phase.

#### Maintenance and Operation

*Budget:* Prepare an operating and/or maintenance budget for the project as determined from earlier discussions with the Park Manager or agency contact. This discussion should take place during the Screening and Application Phases.

*Maintenance and Operation Plan:* Describe ways your group may be able to assist with the maintenance and/or operation of the facility. Some possibilities are listed below.

- 1) Manual assistance. Your group members may register as volunteers of the agency to provide manual assistance to maintain the park facility after it is completed. The work you do to maintain the facility as volunteers will be counted as volunteer service, and your group members will be covered for medical insurance through Labor and Industries during the time you perform the work. Your group may enter into an Adopt-A-Park agreement on an annual basis and be recognized for your efforts.
- 2) Donation of supplies or equipment. Your group may donate supplies or equipment to the agency to assist with the operation or maintenance of the facility. Describe what the anticipated donations will be and when the donations will be made.
- 3) Donation of funds to augment the park budget. Your group may also donate funds for a specific operating or maintenance need for the facility. Describe the anticipated amount of the donations and when the donations will be made.

**c) Required Permits**

Your group will need to obtain or assist State Parks to obtain required permits listed by the Agency Reviewers.

Required permits might include HPA's (Hydraulic Project Approvals), shoreline conditional use permits, SEPA (State Environmental Policy Act) compliance documentation, archaeological permits, or others required by local, state or federal agencies. The local government planning department (city or county) is a good place to start investigating what permits may be required for your project, or you can contact the Department of Ecology's Permit Assistance Center at (360) 407-7037. These agencies will help you understand how particular environmental regulations may affect your project.

Please note that obtaining permits for projects that may have environmental impacts can be complicated and may require agency staff time to apply. If your group has expertise in cultural and natural resources, you may be able to expedite the project, instead of having to rely upon the availability of agency staff.

**d) Timeline**

Your group should also establish a timeline. The timeline should take into account such factors as available construction months based on weather and park visitation, availability of materials, availability of personnel (volunteer or paid), coordination with other park activities, etc. If funding from the agency is required, such as in the cases where there are matching funds or where significant agency staff time is needed, your group should be aware that the agency is on a biennial system. Funding requests must be anticipated several years in advance.

**e) Financial and Legal Safeguards**

Your group should have some safeguards and legal precautions in place in order to give confidence to the public and to the agency that you will handle funds appropriately and the agency will not be exposed to excess liability. Record-keeping and proper documentation of donations and promises of donations are essential. Depending on the amount of anticipated donations or the extent of the fund-raising activities planned, your group may want to be incorporated as a nonprofit entity and be able to provide tax-deductible receipts for donations.

You should be aware that the agency will be conducting some analysis of liability when it determines whether your project is viable. The group should also consider its own liability. Some groups have taken out private insurance to reduce their own and State Parks' liability. Construction bonds might also help reduce liability caused by the project.

Prevailing Wage. State Parks is required by law to pay prevailing wage for all public works projects. That means that your group, should it hire labor, must also pay prevailing wage for that labor.

**f) Submit Planning Phase Paperwork**

Submit permits, approved plans, budget and financial plans, timeline, and any other required paperwork to the agency contact. These documents will be forwarded to Agency Reviewers to apply for a State Parks Permit.

*Check Point: Approved or Not Approved.*

If the Agency Reviewers approve the completed paperwork, a State Parks Permit will be drawn up and issued to your group. If the completed paperwork is not approved, the agency contact will notify your group.

## IV. Implementation Phase

### a) **State Parks Permit**

The State Parks Permit is a contractual document which, when drawn up and signed by both the group and agency representatives, will allow your group to begin the project. The State Parks Permit will contain standard contract elements including the purpose of the Permit. It will also define compliance with laws and rules, approval and change of plans, coordination of activities, work standards, access by state during construction, termination for breach, and release and indemnity.

### b) **Construction**

When the State Parks Permit is signed, the group may begin construction based on approved plans and the conditions of the Permit.

### c) **Inspections**

During construction, several types of inspections will be required. These inspections must be done according to approved plans and to Labor & Industries safety regulations, as well as per State Parks directions for public safety and public access to other facilities within parks.

Your group will be responsible for providing all permit-required inspections. The agency will also require inspections at certain stages of the project.

### d) **As-Built Plans**

Your group will need to provide plans for the facility, showing actual construction, after the project is complete.

### e) **Photographic History**

A photographic history for the project is required, showing the project before, during, and after. Please determine who will be responsible for these photographs.

### f) **Deed of Gift**

When the project is complete, work with State Parks staff to use the appropriate method to officially deed the project to the Washington State Parks and Recreation Commission.

# APPENDIX

- Checklist for Community-Based Park Improvements
- Work Project Request, P&R O-034



WASHINGTON STATE PARKS & RECREATION COMMISSION  
PARKS DEVELOPMENT SERVICE CENTER

# CHECKLIST FOR COMMUNITY - BASED PARK IMPROVEMENTS

NAME OF GROUP		DATE	
ADDRESS			
CONTACT PERSON	PHONE NUMBER WITH AREA CODE	E-MAIL ADDRESS	
ALTERNATE CONTACT PERSON	PHONE NUMBER WITH AREA CODE	E-MAIL ADDRESS	
PARK OR AREA FOR PROSPECTIVE IMPROVEMENT			
SHORT DESCRIPTION OF PROSPECTIVE IMPROVEMENT			
CONTACT NAME AT PARK			
<b>I. INITIAL CONCEPT REVIEW PHASE</b>	<b>DATE</b>	<b>ACCEPTED</b>	<b>NOT ACCEPTED</b>
AGENCY COMMENTS			

II. APPLICATION PHASE	DATE	ACCEPTED	NOT ACCEPTED
<b>Prepare Work Project Request, P&amp;R O-034</b>			

AGENCY COMMENTS

	DATE	ACCEPTED	NOT ACCEPTED
<b>Submit Draft Designs</b>			

AGENCY COMMENTS

<b>III. FORMAL PLANNING PHASE: BEGIN PLANNING TASKS</b>		
<b>BUDGET AND FINANCIAL PLAN</b>	<b>RESPONSIBLE PARTY</b>	<b>DATE COMPLETED</b>
<b>Construction Budget Estimate</b>	<input type="checkbox"/> <b>Community Group</b> <input type="checkbox"/> <b>Consultant funded by Community Group</b> <input type="checkbox"/> <b>State Parks Staff</b>	
<b>Operating Budget Estimate</b>	<input type="checkbox"/> <b>Community Group</b> <input type="checkbox"/> <b>State Parks Staff</b>	
<b>Maintenance Budget Estimate</b>	<input type="checkbox"/> <b>Community Group</b> <input type="checkbox"/> <b>State Parks Staff</b>	
<b>Financial Plan for operation and/or maintenance assistance by Community Group</b>	<input type="checkbox"/> <b>Statement of proposed financial assistance</b> <input type="checkbox"/> <b>Statement of proposed assistance with labor and/or materials</b>	
<b>FINANCIAL AND LEGAL SAFEGUARDS</b>	<b>CHECK THOSE THAT APPLY</b>	<b>DATE OBTAINED</b>
<b>Determine and Obtain Necessary Safeguards</b>	<input type="checkbox"/> <b>Private, Non-profit Organization</b> <input type="checkbox"/> <b>Private, For-Profit Organization</b> <input type="checkbox"/> <b>Government Agency</b> <input type="checkbox"/> <b>Tax Exempt Status w/IRS</b> <input type="checkbox"/> <b>Financial Records Open to State Parks</b>	
<b>TIMELINE ESTABLISHED</b>	<b>DATE COMPLETED</b>	<b>DATE ACCEPTED</b>
<b>AGENCY HISTORIC STRUCTURES REVIEW</b>	<b>RESPONSIBLE PARTY</b>	<b>DATE COMPLETED</b>
	<input type="checkbox"/> <b>State Parks Staff</b>	
<b>AGENCY CULTURAL AND INTERPRETIVE REVIEW</b>	<b>RESPONSIBLE PARTY</b>	<b>DATE COMPLETED</b>
	<input type="checkbox"/> <b>State Parks Staff</b>	
<b>REQUIRED PLANS</b>	<b>RESPONSIBLE PARTY</b>	<b>DATE COMPLETED</b>
<b>City/County Planning Commission Approval</b>	<input type="checkbox"/> <b>Community Group</b> <input type="checkbox"/> <b>Consultant funded by Community Group</b> <input type="checkbox"/> <b>State Parks Staff</b>	
<b>Site Development Plans</b>	<input type="checkbox"/> <b>Community Group</b> <input type="checkbox"/> <b>Consultant funded by Community Group</b> <input type="checkbox"/> <b>State Parks Staff</b>	
<b>Construction documents signed by Licensed Professional (following Parks approval of site development plan)</b>	<input type="checkbox"/> <b>Community Group</b> <input type="checkbox"/> <b>Consultant funded by Community Group</b> <input type="checkbox"/> <b>State Parks Staff</b>	

REQUIRED PERMITS	RESPONSIBLE PARTY	DATE COMPLETED
<b>Building and Electrical Permits</b>	<input type="checkbox"/> <b>Community Group</b> <input type="checkbox"/> <b>Consultant funded by Community Group</b> <input type="checkbox"/> <b>State Parks Staff</b>	
REQUIRED PERMITS	RESPONSIBLE PARTY	DATE COMPLETED
<b>SEPA Application (State Environmental Policy Act)</b>	<input type="checkbox"/> <b>By Community Group</b> <input type="checkbox"/> <b>In State Parks name</b> <input type="checkbox"/> <b>In Group name</b> <input type="checkbox"/> <b>Other (Land owner, if other than State Parks, etc.</b> <input type="checkbox"/> <b>By Consultant funded by Community Group</b> <input type="checkbox"/> <b>In State Parks name</b> <input type="checkbox"/> <b>By Consultant with application review by State Prks prior to submittal</b> <input type="checkbox"/> <b>By State Parks staff</b>	
REQUIRED PERMITS	RESPONSIBLE PARTY	DATE COMPLETED
<b>JARPA Application Hydraulics project approval Corps of Engineers Shoreline conditionals use permit</b>	<input type="checkbox"/> <b>By Community Group</b> <input type="checkbox"/> <b>In State Parks name</b> <input type="checkbox"/> <b>In Group name</b> <input type="checkbox"/> <b>Other (Land owner, if other than State Parks, etc.</b> <input type="checkbox"/> <b>By Consultant funded by Community Group</b> <input type="checkbox"/> <b>In State Parks name</b> <input type="checkbox"/> <b>By Consultant with application review by State Prks prior to submittal</b> <input type="checkbox"/> <b>By State Parks staff</b>	
ARCHEOLOGICAL REVIEW	RESPONSIBLE PARTY	DATE COMPLETED
	<input type="checkbox"/> <b>By Community Group</b> <input type="checkbox"/> <b>By Consultant funded by Community Group</b> <input type="checkbox"/> <b>By State Parks staff</b>	
FOREST PRACTICES	RESPONSIBLE PARTY	DATE COMPLETED
	<input type="checkbox"/> <b>By Community Group</b> <input type="checkbox"/> <b>By Consultant funded by Community Group</b> <input type="checkbox"/> <b>By State Parks staff</b>	
TREE REMOVAL REQUEST	RESPONSIBLE PARTY	DATE COMPLETED
	<input type="checkbox"/> <b>By Community Group</b> <input type="checkbox"/> <b>By Consultant funded by Community Group</b> <input type="checkbox"/> <b>By State Parks staff</b>	
PHOTOGRAPHIC HISTORY	RESPONSIBLE PARTY	DATE COMPLETED
<b>"Before" Pictures</b>	<input type="checkbox"/> <b>By Community Group</b> <input type="checkbox"/> <b>By Consultant funded by Community Group</b> <input type="checkbox"/> <b>By State Parks staff</b>	
PLANNING PHASE PAPERWORK	DATE SUBMITTED	DATE ACCEPTED

<b>IV. IMPLEMENTATION PHASE: BEGIN PROJECT</b>		
<b>STATE PARKS PERMIT</b>	<b>DATE OBTAINED</b>	
<b>CONSTRUCTION</b>	<b>RESPONSIBLE PARTY</b>	<b>DATE COMPLETED</b>
	<input type="checkbox"/> <b>By Community Group</b> <input type="checkbox"/> <b>Coordinator of Volunteer labor</b> <input type="checkbox"/> <b>Supervision of Volunteer labor</b> <input type="checkbox"/> <b>By Contractor</b> <input type="checkbox"/> <b>Hired by group</b> <input type="checkbox"/> <b>Hired by State Parks with funds from group</b> <input type="checkbox"/> <b>By State Parks Staff</b>	
<b>INSPECTIONS</b>	<b>RESPONSIBLE PARTY</b>	<b>DATE COMPLETED</b>
- <b>State Parks inspections</b>	<input type="checkbox"/> <b>By State Parks staff</b> <input type="checkbox"/> <b>By other</b>	
- <b>Permit inspection</b>	<input type="checkbox"/> <b>By State Parks staff</b> <input type="checkbox"/> <b>By other</b>	
<b>DEVELOPMENT OF "AS-BUILT" PLANS</b>	<b>RESPONSIBLE PARTY</b>	<b>DATE COMPLETED</b>
	<input type="checkbox"/> <b>By Community Group</b> <input type="checkbox"/> <b>By Contractor</b> <input type="checkbox"/> <b>By State Parks Staff</b>	
<b>PHOTOGRAPHIC HISTORY (construction pictures)</b>	<b>RESPONSIBLE PARTY</b>	<b>DATE COMPLETED</b>
	<input type="checkbox"/> <b>By Community Group</b> <input type="checkbox"/> <b>By State Parks Staff</b>	
<b>DEED OF GIFT</b>	<b>RESPONSIBLE PARTY</b>	<b>DATE COMPLETED</b>
<b>PRESS RELEASE</b>	<b>RESPONSIBLE PARTY</b>	<b>DATE COMPLETED</b>



**WASHINGTON STATE PARKS & RECREATION COMMISSION  
MAINTENANCE & PRESERVATION**

## WORK PROJECT REQUEST

1. PARK		2. DATE	3. PARK MANAGER / RANGER	
4. REGION PRIORITY	5. PROJECT CONTROL NO.	6. FUNDING SOURCE	7. REQUISITION NO.	PARK 0-34 NO.
<b>8. PROJECT DESCRIPTION</b>		<b>12. MATERIALS LIST</b>		<b>COST ESTIMATE</b>
<b>9. PROJECT LOCATION (BUILDING NO.)</b>				
		<b>Total:</b>		
<b>10. PROJECT JUSTIFICATION</b>		<b>13. EQUIPMENT REQUIRED</b>		
<b>11. LABOR SERVICES REQUIRED</b>		14. Contract Cost		
		15. Per Diem Amount		
		16. Operating Expense		
		17. Estimated Starting Date		
		18. Completion Date		
		19. Project Cost		
<b>20. DISPOSITION</b>				
DISPOSITION BY		DATE	1 <input type="checkbox"/> Capital Project            2 <input type="checkbox"/> M&O            3 <input type="checkbox"/> Planned Maint            4 <input type="checkbox"/> Dis-Approved	
<b>21. COMMENTS</b>				
<b>22. PROJECT REVIEW</b>				
<b>SENT TO</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>COMMENTS</b>	
<input type="checkbox"/> Park				
<input type="checkbox"/> Region Supv				
<input type="checkbox"/> Maint & Preserv				
<input type="checkbox"/> Planning				
<input type="checkbox"/> Engineering				
<input type="checkbox"/> Stewardship				
<input type="checkbox"/> Environmental				
<input type="checkbox"/> Interpretive				

**INSTRUCTIONS FOR  
COMMUNITY-BASED PARK IMPROVEMENTS  
P&R O-034**

The Work Project Request (P&R O-034) is the basis for establishing project requirements for State Parks projects which:

- ~ cost over \$500,
- ~ require crew labor,
- ~ are proposed by volunteers,
- ~ are proposed through community partnerships,
- ~ require a building permit, or
- ~ require environmental reviews and/or permitting.

Please complete Form 0-34 blanks as noted. Add a narrative description, sketches, and site plan of the proposed project, as needed. The numbers below refer to item numbers on Form 0-34.

1. Park - Name of park where project is proposed..
2. Date - Date form completed.
3. Manager/Ranger - Name of Park Manager or designated park contact.
4. Region Priority - Leave blank - region use only.
5. Project Control Number - To be completed by the Park Manager, numbered in sequence (01-1, 01-2, 01-3, etc.) The Park Manager will maintain a separate list by biennium for the main park and each satellite park under his/her jurisdiction. "01" refers to the first year of the 2001/2003 biennium.
6. Funding Source - Leave blank - region use only.
7. Requisition Number - Leave blank.
8. Project Description - List the project title, and describe the project in a brief, complete manner.
9. Project Location - Describe project location within the park. If project involves a building, the building number and description (i.e., residence, contact station, pump house, etc.) are mandatory. Attach a narrative description and site plan for all volunteer and partnership projects. Note if the project includes any work in, over, or near a waterbody (including wetlands).
10. Project Justification - Give reasons why project is proposed. Describe how the project will benefit the public. Also, if the project is not accomplished, state the impact this will have on the operation of the park unit or on the visitors.
11. Labor or Services Required - List by position, trade name and/or describe service or civic organization proposing to complete the work. (If project is to be accomplished by local park forces only, indicate "park staff").
12. Materials List - List materials required, estimated item costs, sales tax, delivery charges, and total funding required. If donated items are proposed, give an estimate of fair market value.
13. Equipment Required - List equipment by common name. If project is to be accomplished by local park equipment only, indicate "park equipment".
14. Contract Cost - (leave blank - region C&M use only)
15. Per Diem, Amount - (leave blank - region use only)
16. Operating Expense - (leave blank - region use only)
17. Estimated Starting Date - If project is of immediate need, indicate proposed start date. Remember that complex projects involving work in, over, or near the water (including wetlands) take a minimum of 3-6 months for permitting (and sometimes longer). Plan and schedule accordingly.
18. Completion Date - Park Manager is to write in date project is actually completed.
19. Project Cost - Region Maintenance and Preservation Manager (MPM) enters after final project review. This amount will be used in all budget documents.
20. Disposition Code - To be completed by Region MPM. On receipt on white copy of 0-34, cross reference code to Disposition Code Sheet (Attachment #2) to establish action and direction on the 0-34. (Return of the pink copy 0-34 to park to be within approximately ten days from 0-34 receipt by Region)
21. Comments - Region use only.
22. Project 0-34 Review - The Park Manager, Region Manager, Region MPM, are to sign for project compliance on submittal of the 0-34, and provide direction, thought, comments on projects as necessary. Planning, Engineering, Resources Stewardship, Environmental, etc. are to review, sign and comment on 0-34's noting project coordination, as appropriate. Any project affecting historic structures or sites must also be reviewed by the Interpretive Supervisor and the agency Historic Preservation Officer. Use "Sent to" column for notification of who is to sign off, numbering 1, 2, 3, etc. to indicate the order of sign off priority. Last staffing section indicated will return the 0-34 to the Region.