

General Information

City of Denton

COOP-2023-Denton -00101

CO-OP program grants provide funding to tax-exempt organizations for programming that engages under-represented populations in TPWD mission-oriented outdoor recreation, conservation, and environmental education activities. This program builds relationships with non-traditional constituencies who have been underrepresented in Texas Parks & Wildlife Department activities and programs. For detailed information regarding the CO-OP grant program, eligible activities and expenses, and assistance in completing this application, please refer to the [CO-OP Program Guidance](#).

DEADLINE

The application deadline is: Nov 1, 2022 5:00pm (CST).

Once you have completed your application, you must submit it in order for it to be turned into Recreation Grants for review. For instructions on submitting your application see the RGO 2020 Quick Start Guide in the 'Resources' area of this website [located HERE](#).

IMPORTANT!

Unique Entity Identifier (UEI) Number (REQUIRED)

Sponsors: State law mandates that all entities applying for State financial assistance must obtain and provide to TPWD a Unique Entity Identifier through the System for Award Management (SAM). Sponsors are not required to complete full SAM registration to obtain a UEI. To obtain a UEI, refer to the [UEI Guidance from SAM](#).

SAM Registration (OPTIONAL)

Sponsors: Register in SAM online at <https://www.sam.gov>. A CAGE Code will be assigned upon registration. Sponsors must be in good standing with SAM, however an active registration account is no longer required for CO-OP grants. If you do not have an account in SAM, you should have entered 99999 in that data field when creating your Sponsor Organization's Profile for RGO 2020, so you may leave that field as is.

Application Documents to Review Before Completing the Application

All required documents are available in the 'Resources' area of this website ([located HERE](#)), and fillable-downloadable forms will be available in the appropriate sections within the application. Please review the items below prior to completing your application:

[CO-OP Program Guidance](#)
[Approved TPWD Relationships for CO-OP Grants](#)

Eligibility Requirements:

- Applicant is a non-political tax-exempt organization.
- The organization is in good standing with the Texas Comptroller of Public Accounts and System of Award Management (SAM).
- Grant awards range between \$5,000 - \$70,000.
- Resolution is signed by governing board or authorized official, dated within 1 year, and contains authorization for application submission.
- For previously funded grant recipients, all final closing documentation was received by the November 1 grant deadline and the organization did not receive grant funds in the past funding cycle. Only one active grant award is allowed per organization.
- The project has at least one approved direct relationship to TPWD, including visiting TPWD facilities, integrating TPWD education programs, or participants working directly with TPWD personnel.

Project Schedule Guidelines

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ACTIVITY	TIME FRAME
Applications open	August 1, 2022
Application Deadline	November 1, 2022, 5:00 pm CST
Awards Announced	March 1, 2023
Grant Contract Period	March 1, 2023 – September 1, 2024
Quarterly Status Reports	On or before July 30th, October 30th, January 30th, and April 30th
Final Reporting Due	No later than 45 days after the period of performance ends

If you have questions regarding any part of the application documents or processes, please contact us:

Carly Blankenship

CO-OP Grants Manager

512-389-8209

carly.blankenship@tpwd.texas.gov

Jessica Lagalo

CO-OP Grant Coordinator

512-389-8254

jessica.lagalo@tpwd.texas.gov

Technical Information and Support

If you need technical support, please contact our office by phone (512-389-8224) or email (rec.grants@tpwd.texas.gov). Our normal hours are 8am-5pm, Monday through Friday.

Once you have completed your application, you must submit it in order for it to be turned into Recreation Grants for review. For instructions on submitting your application see the RGO 2020 Quick Start Guide in the 'Resources' area of this website [located HERE](#).

Once submitted, you can download a copy of your completed application, but you will NO LONGER be able to make changes to it. If you discover an error in your submitted application PRIOR to the deadline and wish to edit it, contact our office at 512-389-8224 or email us at rec.grants@tpwd.texas.gov.

Paper copies of the application will not be accepted and all supporting documents must be received through the online portal.

Applicant Information

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Sponsor Information

Name of Sponsor/Applying Entity:	City of Denton
Sponsor City:	Denton
Sponsor Address (Street):	215 E. McKinney St
Sponsor State:	Texas
Sponsor County:	Denton County
Sponsor Zip Code:	76201
Sponsor Phone:	(940) 349-8200
Sponsor Fax (if applicable):	
Tax ID #/Comptroller ID (if government entity):	17560005146
Tax Exempt #/EIN (If Non-profit):	756000514
SAM - CAGE Code:	43WS9
Unique Entity Identifier (UEI Number):	NAQBJ67VUM95

Primary Grant Management Contact for this Application

Application's Primary Contact: If primary contact is not shown in the dropdown menu, your Sponsor Administrator will need to add that person to this application (instructions for doing that can be found [HERE](#)). Primary Contact Information will populate below after saving the page.

Zeman, Carin

Primary Contact Information:

Primary Contact First Name:	Carin
Primary Contact M.I.:	
Primary Contact Last Name:	Zeman
Primary Contact Title/Position:	recreation coordinator
Primary Contact Address (Street):	215 E. McKinney St
Primary Contact City:	Denton
Primary Contact State:	Texas
Primary Contact Zip Code:	76201
Primary Contact Phone:	(940) 349-8200
Primary Contact Fax (if applicable):	
Primary Contact Email:	carin.zeman@cityofdenton.com

Application Prepared By

Is the 'Primary Grant Management Contact' the person preparing this application for submission?

☒ Yes ☐ No
☐ No

Preliminary Acknowledgements, Eligibility Confirmation, Legal Information

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Preliminary Acknowledgements

- ☒ I certify that I have fully read and understand the [CO-OP Program Guidance](#). I understand the information provided in this grant application, if awarded, will be required as part of the grant agreement and the organization is able to implement the proposed activities as stated in the application.
- ☒ I understand CO-OP is a state-funded grant program where payments may take up to 30 days to be processed if all documentation was provided and the applying organization has the financial and administrative resources to either:
1. purchase expenses upfront and receive payment on a reimbursement basis after providing all required backup documentation for those expenses, or
 2. receive an advanced payment not exceeding 3 months of projected expenses upfront and provide all required backup documentation to fulfill the advanced funds before any additional payments are requested.
- ☒ I certify no part of CO-OP funds will support religious worship, instruction or proselytization; participation in any religious activities by program participants will be voluntary; and efforts must be taken to ensure separation of religious activities from CO-OP funded activities.

Eligibility Information

Sponsor Entity Type:

- ☒ City/County
- ☐ State Agency
- ☐ Federal Agency
- ☐ Other Governmental Body
- ☐ School - K-12
- ☐ University
- ☐ Church
- ☐ Not-for-Profit

Legal Information

Required Documents

Authorizing Resolution - [NGO SAMPLE](#) / [GOVT SAMPLE](#)

The resolution is a required document signed by the governing board or authorized official. The resolution must contain authorization for application submission and be physically signed and dated (less than 1 year old).

Upload Authorizing Resolution Document:

https://tpwd-recgrants.intelligrants.com/_Upload/22129_1111443-Exhibit2ResolutionTPWD_s.docx

AP 152 TINS - [FORM](#)

This form is required even if it was completed in the past to ensure information is accurate and updated with the Agency.

Upload AP 152 TINS form:

https://tpwd-recgrants.intelligrants.com/_Upload/22129_1112082-AP152TINS.pdf

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Sponsor Organization Overview

Provide a brief overview of your organization's mission. (1600 characters or less)

To unite and grow lives by preserving parks and encouraging play. We unite internally and within the community, grow lives physically, mentally, and emotionally, and we work hard, so our community can play hard.

Is the proposed scope of work for a new or existing project?

- ☒ New project
☐ Existing Project that has been in operation less than 1 year
☐ Existing Project that has been in operation between 1 - 2 years
☐ Existing Project that has been in operation over 2 years

Project Key Personnel

List the key personnel directly involved with the project including their name, title and a brief summary of their grant-related duties and qualifications. If any grant funds are requested to support personnel in the proposed budget, those individuals or their proposed to-be-hired position must be listed below.

Name (First and Last)	Title	Summary of grant-related duties <u>AND</u> qualifications
Carin Zeman	Outdoor Recreation Coordinator	Lead program activities, recruit participants, collecting and reporting data
Mia Macy	Adapted & Inclusive Recreation Coordinator	Lead program activities, recruit participants, collecting and reporting data

Texas Districts (Based on Sponsor Headquarters Physical Address)

Texas Senate District Number (Not sure? Click Here):	30
Texas House of Representatives District Number (Not sure? Click Here):	64
US Congressional District Number (Not sure? Click Here):	26

Is the Sponsor mailing address the same as the physical address?

☒ Yes ☐ No

Project Description

Project Funding Criteria

The following series of questions pertain to the project scope and scoring criteria. It is very important that you are clear about how your project addresses the scoring criteria, as this is the information used to determine the priority for funding projects. All application sections should be consistent in scope, meaning the Project Overview, SMART Goals, Narrative, Timeline, and Budget should reflect the same number and type of proposed activities. The application must only include those participants and activities who will be directly served by the project in which grant funds are being requested.

Project Name: Trail Tour Program

Project Overview:

Briefly describe an overview of the proposed project. (800 characters or less)

Trail Tour Program will expand hiking and paddling opportunities for individuals of all abilities , including all mobilities, by providing equipment and staff for guided hikes through our more rugged trails ,

SMART Goals:

List 3-6 SMART goals in bullet point format that will be accomplished in this grant period . SMART goals are Specific, Measurable, Attainable, Realistic and Timely. Ideal SMART goals should affectively summarize all aspects of the proposed project; meaning an outside reviewer can fully understand the project scope just from reading the goals. If awarded, these goals will be included in your grant agreement and will be evaluated to determine project compliance during the implementation phase. Examples of ideal goals are listed below and refer to [this document](#). for additional SMART goal guidance.

Example: Coordinate 5 weekend camping trips in the spring to Houston area State Parks connecting 100 low-income, female participants from Houston Independent School District to natural resources in Texas .

Example: Train 30 science teachers within El Paso schools in Texas Aquatic Science curriculum in the fall semester so teachers can utilize these principles in their classrooms with 500 high school students.

·Example: Engage 30 low-income students from our after-school program in two fall trail restoration activities at Inks Lake State Park to nurture stewardship principles in our participants.

1. Coordinate five weekend trail adventures in the summer throughout the Denton area connecting 20 children, in all ranges of mobility, together in the natural environment of North Texas
2. Train two Denton Parks & Recreation staff in orienteering, kayak instructing, lifeguarding and Texas Parks & Wildlife ADA training so these staff can continue to offer up to five trail programs to the Denton area public per season.
3. Engage a minimum of 10 mobility impaired participants in trail activities annually
4. Engage 20 children of all mobilities in one fall clean up event in Denton Parks system to nurture stewardship principles.

Project Narrative:

The project narrative should describe all elements of the grant funded activities and serve as the detailed program plan to accomplish the above SMART goals . If a person that is unfamiliar with this particular project reads this section and cannot grasp the basic concept, then you have not achieved what is requested. This section should support and detail the remaining questions in this application. The narrative should include the following, if applicable:

- Who you are serving for each element of the project, be specific
- What activities will take place, including which outdoor recreation activities are incorporated
- When and where activities take place
- How long will activities last (ie. 2 hours, half day, weekend, etc.)
- How frequently participants will be engaged – is there repeat exposure?
- Any partners and their role in the project, if applicable
- Risk management plans including safety, training or contingency plans for weather
- Natural resource career development & mentoring incorporated, if applicable
- Natural resource outdoor service projects and their potential environmental benefits, if applicable

(20000 characters or less)

Trail Tour Program will expand hiking and paddling opportunities for individuals of all abilities , including all mobilities, by providing equipment and staff for guided hikes through our more rugged trails . The Trails Tour program will begin on National Trails Day, June 3rd, 2023. City of Denton will host a once-a-month trail program, rotating between hiking and paddling trails for five months ending with a group paddle adventuring in a clean-up event in October coinciding with City of Denton's Fall 2023 Stream Clean. Armed with bags and trash pickers, participants will experience a scenic guided hike along a water way and contribute to the beauty of our trails by picking up items that may have been left. Each adventure will last for at least half a day to absorb the

natural environment at a pace all can enjoy while learning more about the local nature. All staff will be trained in orienteering, kayak instruction, lifeguarding as well as First Aid/CPR and ADA training. Weather will be observed through Perry Weather and NOAA to determine unpredictable weather as thunderstorms as well as heat advisories. Additional water and electrolyte packets will be available for hotter temperatures, even though adventures will begin early in the day to avoid as much heat as possible.

Hiking and paddling are holistic exercises that improves bone density, and cardiovascular and muscular endurance. Both activities increase endorphins through exercise and movement, provide a connection to nature and an opportunity to experience the outdoors. Trails programs are engaging for individuals with disabilities that limit mobility because they are less able to have outdoor experiences in a safe but exciting way. By increasing the equipment, we have for trails programs and having specialized equipment to accommodate abilities levels, Denton Parks & Recreation Department can showcase the beauty of our trails and parks to everyone.

The Trail Tour Program will have a fleet of all terrain wheelchairs for individuals who use a chair in day to day or occasional use. The GRIT Freedom Chair includes integrated safety features that increase safety and independence. The chairs have a push lever feature for individuals to maneuver themselves along the terrain, but also include an ergonomic handle for a staff member to assist in pushing the chair.

All terrain walker/wheelchair combos assist ambulatory individuals to have safety and confidence in balance and gait, as well as a mobile chair for a quick rest.

Hiking poles provide an ease in balance, while promoting good posture. Poles provide the extra stability that can increase confidence on uneven terrain like trails.

The Trail Tour Program will also provide two fully outfitted kayaks for individuals who may benefit from extra trunk support. The Current Designs/Creating Ability Kestrel 120OC – Rotomold comes with fully installed adaptive seats and outriggers to provide independence on the water and increase safety for those with Cerebral Palsy or high-level spinal cord injuries

The Kayak Chariot Transfer Cart and Bench will assist the participant in moving from a mobility device to the kayak.

The program will also have varying mechanisms to outfit kayaks as needed for participants such as the Creating Ability back-of hand, wristband, and paddle pivot one-arm pedestal adaptations and the CVCA Universal Seat with kayak adapter.

Lightweight paddles assist kayakers with proper paddle form without extra work to hold paddle for an extended period.

Direct Relationship with TPWD

Proposed projects *must have at least one approved direct relationship to TPWD to be considered*, as found in the [Approved TPWD Relationships for CO-OP Grants](#) resource document. All grant activities don't need to incorporate TPWD, but projects with in-depth Agency relationships may be more competitive. Approved direct relationships include visiting TPWD facilities, integrating TPWD education programs, and participants working directly with TPWD personnel. When incorporating TPWD staff, a commitment letter is required from that person to ensure the employee has agreed to assist your project. When incorporating TPWD education programs, a commitment letter from TPWD is required if using the Texas Outdoor Family or Texas Buffalo Soldiers programs due to high demands and limited staff capacity. Commitment letters for other TPWD education programs are recommended, but not required.

All paddling trails are TPWD certified and recommended trails for kayaking.

Upload TPWD Commitment Letter(s) - scan as one PDF file ([Sample](#))

Please explain your plans to continue similar activities and use of supplies purchased with grant funds after this project ends. (2000 characters or less)

We will continue to offer Spring and Fall trail programs in our regular offerings to a more inclusive participant

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base as well as annually offer the Trail Tour program.

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Project Timeline

Provide a timeline and a draft itinerary, if available, for the proposed project. Do not include planning activities. For awarded grants, the period of performance will be March 1 – September 1 the following year (18 months) and all activities must fall within this time period. Detailed timelines should be mostly developed prior to submitting an application. Special events open to the general public, such as Earth Day celebrations and community festivals, are not allowed as it's difficult to collect demographics from attendees. Activities listed in the timeline must be supported in your Narrative. Recurring programs and summer camps should upload an itinerary below.

Tentative Dates	Location	Activity
June 3, 2023	Cross Timbers/Lake Forest Trails	Three-mile hike
July 15, 2023	Pecan Creek	3.6 mile paddle
August 5, 2023	Southwest Trails	Three-mile hike
September 16, 2023	Beaver Pond	Two-mile paddle
October 14, 2023	Clear Creek Natural Heritage Center	Three-mile hike & Stream Clean event

Program Itinerary (optional but highly recommended)
Upload *Program Itinerary* document (as a single PDF):

Project Participants

Participant demographics and total un-duplicated participants served will be included in your grant agreement requirements, if awarded. To ensure successful completion of all contract requirements, please ensure the numbers provided are conservatively estimated and realistic for your organization.

Total Participants Served

Total number of unduplicated participants directly served by the project.

Participants may be served by multiple events but counted only once as un-duplicated.

20

Please explain how you calculated the total number of participants served (500 characters max)

Each activity's capacity is 10 participants. With potential repeat participants and new participants, estimated unduplicated participants would be a minimum of 20.

Participant Demographics

CO-OP's primary purpose is to diversify audiences engaged with TPWD. Target participant demographics include:

Target Audience	Definition
Racial & Ethnic Minority	Diverse racial and ethnic origins under-represented with TPWD such as Black/African American, Hispanic/LatinX, American Indian/Alaska Native, Asian, Native Hawaiian/Pacific Islander
Female	Female participants.
Low Income	Defined by USDA Food Eligibility Guidelines for the Free & Reduced School Lunch Program or by federal/local poverty guidelines.
Individuals w/a disability	Inclusive to physical, intellectual, behavioral, developmental, learning, and other

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identified disabilities. Includes caretakers or family of disabled individuals.

Provide a breakout of participant demographics below, if applicable, along with a detailed explanation for how you estimated the percentage and how you will ensure this percentage of participants will be served. Data specific to the population served must be used and general census data, including zip code/city/neighborhood data is not specific enough to award demographic points in the review process. Ideal examples of estimating participant demographics include:

- Partner school demographics if all or most participants are recruited through that school
- Commitments from identified partners who collect similar demographic information
- Past demographics collected by your organization for the proposed or other similar programs
- Self-reported data from individuals expected to participate in the proposed scope of work

*** If awarded a grant, you will be required to report demographics for the actual participants served, meaning you must have a method of collecting demographic information specific to those individuals served such as registration forms, surveys, partners collecting data, etc., rather than using the general estimated demographics. If you're unable to collect data for certain demographics, enter 0% in the application. Supporting documentation must be available upon request.**

Demographic	% of Total Participants	Explain calculation & assurances % will be met
Racial & Ethnic Minority	5 %	Calculation is an average of our current participation rosters in outdoor and adaptive recreation activities. We will continue to reach out to these demographics for participation.
Females	20 %	Calculation is an average of our current participation rosters in outdoor and adaptive recreation activities. We will continue to reach out to these demographics for participation.
Low Income	0 %	
Individuals with a disability	50 %	Calculation is an intentional design of the program. Assurance is to recruit participation to fill available roster spots.
What percentage of program participants will be youth (age 17 and under)?		100 %

Demographics Tracking

Do you currently track the above requested demographics for participants served?

☒ Yes ☐ No

Recruitment of Demographic Groups

Explain how you will recruit participants and/or which partner groups will provide participants, if applicable.

We will recruit through past participants in various outdoor and adapted and inclusive recreation activities as well as through several marketing avenues, such as digital marketing (social media and newsletters), information kiosks at recreation centers, and outreach events (community market, other department events).

If your partnering organization is supplying the program participants, upload their commitment letters (as single PDF)

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Upload *Partner Commitment Letters*: [\(Sample\)](#)