



North Dakota Parks and Recreation Department (NDPRD) Recreation Division – 701-328-5357 – parkrec@nd.gov

Community Grant Program Applicant Manual 2017-2019

- ❖ Recreation Leadership Grant
- ❖ Outdoor Recreation Facilities Grant

General Information

North Dakota's Community Grant Program offers Recreation Leadership and Outdoor Recreation Facilities grants that provide financial assistance in two distinct areas: recreation leadership assistance to develop new recreation programs geared towards communities with a population of 13,000 or less, and outdoor recreation facilities assistance for construction of outdoor recreation facilities throughout North Dakota. *NDCC 55-08-14.1*

Recreation Leadership Grant

- **Eligible Applicants:** Political subdivisions serving communities with a population of 13,000 or less may apply for Recreation Leadership Grants. Cities, park districts and school districts unable to support professional recreation programs on their own are encouraged to consider joint applications to ensure continued funding support and broad access and use of programs.
- **Eligible Activities:** The Recreation Leadership Grant has been primarily developed to assist small communities without full time recreation staff, to hire staff and develop professional recreation programs. Eligible expenses include year round staffing costs, training programs; up to 20% of the grant request can be used for recreation equipment needed to offer new recreation programs.
 - Staffing costs include funds for salary and benefits for ½ time to full time year round staff who have a bachelors degree and are not engaged in other non recreation community work during their ½ time to full time duties (*employment procedures must follow all applicable state and federal laws*).
 - Training includes short term training programs to educate recreation staff funded under this program in new recreation trends, programs and activities. College degree programs and similar long-term training programs are not eligible training expenses.
 - Equipment (no more than 20% of grant request) includes new sporting equipment needed to offer community participants exposure to recreational activities such as tennis racquets, baseball bats, soccer balls, and similar items necessary for activity participation.
- **Ineligible Expenses:** Costs associated with office rental and office equipment are not eligible. Costs related to ongoing maintenance of recreation facilities are also not eligible. **Example:** While the Recreation Leadership Grant will ensure funding to hire a recreation director who can establish a new summer tennis program, the grant cannot be used to develop or repair a tennis court. Sponsors seeking funds for construction, repair or development of recreation facilities should apply for funds available through the Outdoor Recreation Facilities Grant. More information on these programs can be found at www.parkrec.nd.gov under the "Grants" tab. Purchases of mowers, trucks, or replacement sports equipment (and other like items) are considered the responsibility of sponsor organizations, as these are related to ongoing maintenance of recreation programs.

- **State and Local Contributions:** Recipients of Recreation Leadership Grants will receive funding assistance for a three year period, after which newly established recreation programs must be funded locally.
 - During the first year of a grant, the NDPRD will reimburse seventy five percent of eligible expenses with the sponsoring organization providing for twenty five percent of eligible expenses.
 - During the second year of a grant, NDPRD will reimburse fifty percent of eligible expenses with the sponsoring organization providing for fifty percent of eligible expenses.
 - In the third and final year of a grant, NDPRD will reimburse twenty five percent of eligible expenses with the sponsoring organization providing for seventy five percent of eligible expenses, after which that community will no longer be eligible for funding under this program.
 - At the time of application the project sponsor must have at least 25% (local match needed for first year) of the grant cost available. In addition the project sponsor must demonstrate the sources of local match for the second and third year of the grant. The local share may include tax sources (appropriations), bond issues, cash donations or other state funding sources so long as those programs allow.

- **Available Funds:** The 65th Legislative Assembly has appropriated up to \$125,000 to this program which is to be distributed over the three year assistance period. Due to the limited availability of these funds, grant applications will only be accepted in 2017.

- **Mentorship:** Through a partnership with the North Dakota Recreation & Park Association, grant applicants who are chosen for funding will be partnered up with a park district, chosen based on proximity to the grant recipient and expertise in the focus of the grant request. Staff and board members from the mentoring park district will be available to provide technical assistance and guidance to ensure successful leadership and implementation of new recreation programs. It is essential that the local project sponsor get an overview of the mentor's program first hand. Throughout the three year grant process, successful applicants can expect to meet periodically with the mentoring park district to assist in implementing and reviewing new recreation programs.

Outdoor Recreation Facilities Grant

No less than seventy percent of all grant monies made available to the department must be used for a facilities grant. This grant provides funds, on a fifty percent matching basis, for political subdivisions to improve, renovate, or construct outdoor facilities primarily used for park and recreation purposes. A minimum total project cost of \$30,000 is required for consideration.

- **Eligible Applicants:** Only political subdivisions may apply.

- **Eligible Expenses:** Eligible expenses are for the actual construction costs for outdoor recreation facilities. Eligible recreation facilities may include but are not limited to the following facility types:
 - Sports and playfields and other outdoor spaces used in competitive and individual sports. This includes fields for baseball, softball, soccer and football, tennis courts, playgrounds, golf courses, rodeo arenas, inline hockey rinks, skate parks, running tracks, and other similar facilities.
 - Picnic facilities including tables, fire rings, shelters, and associated amenities.
 - Trails including development and marking of overlooks, turnouts and trails for nature walks, hiking, bicycling, horseback riding, exercising, and motorized vehicles.
 - Swimming facilities including swimming beaches, outdoor pools, wave-making pools, wading pools, spray pools, lifeguard towers, bathhouses and other similar facilities.
 - Non-motorized boating facilities for canoeing or kayaking.

- Winter sports facilities such as cross country ski trails, sledding, snowmobiling, and other winter sports. Outdoor ice skating and outdoor ice hockey rinks are also eligible.
 - Camping facilities including tables, fire rings, restrooms, and associated tent and RV facilities.
 - Exhibit or interpretive panels that present information to aid observation or interpretation of natural resources located on the recreation site.
 - Spectator facilities such as amphitheaters and modest seating areas related to community playfields and other eligible facilities.
 - Accessible facilities including the adaptation of new or existing outdoor recreation facilities and support facilities for use by persons with disabilities. Such accessible facilities must be available to the general public or be part of an outdoor recreation area that serves the general public.
- **Ineligible Expenses:**
Program intent is for outdoor recreation facilities that directly benefit the public.
 - Operation or maintenance facilities are not eligible.
 - Roads and/or road maintenance are not eligible.
 - Land acquisition, lease or easement is not allowed.
 - Recreation facilities which are enclosed or do not benefit outdoor recreation are not eligible.
 - Due to the limited funding, costs associated with construction planning such as engineering, architecture, design or environmental mitigation are not eligible.
 - **ADA and ABA Requirements:** All projects must meet requirements of the Americans with Disabilities Act and the Architectural Barriers Act.
 - **Project Clearance:** To ensure environmentally, historically and culturally important properties are not negatively affected, projects must be reviewed for clearance through the ND State Historic Preservation Office, ND Natural Heritage Inventory and the US Fish and Wildlife Service. The projects selected for funding will be forwarded by NDPRD to these agencies for review. Projects which do not pass this review will not receive funding.
 - **State and Local Contributions:** Recipients of Recreation Facilities Grants must utilize funding within 18 months of the award to ensure timely completion of the project and efficient use of the funds. NDPRD will reimburse the project sponsor up to 50% of the eligible project costs, with the remainder the responsibility of the local project sponsor.

At the time of application the project sponsor must have at least 50% of the total grant cost available. The local share may include tax sources (appropriations), bond issues, force account contributions, cash donations or other state funding sources so long as those programs allow.

- **Donated Labor:** The time of a person donating services will be valued at a rate paid as a general laborer (per North Dakota Job Service's General Laborer Rate for the project area location, documented and provided by sponsor to NDPRD) unless the person is professionally skilled in the work being performed on the project (i.e. mason doing work on a retaining wall). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. The rates for labor should **not** include payroll additives or overhead costs. Evidence of the skilled labor rates must accompany the reimbursement request. Volunteer labor may be used as match only and is never a reimbursable item.

- **Donated Equipment and Materials:** Donated equipment and materials may be used as match only and are never reimbursable items. The value of the donated materials and equipment rental rates must be documented through an invoice or official letter from the donor/vendor.
- **Force Account:** Force account is different than volunteer labor or donated equipment and supplies. Force account refers to the use of a project sponsor's staff, equipment, and/or materials. All or part of the project sponsor's share may be provided through force account, but force account is never a reimbursable item. Documentation must be verifiable from the project sponsor's records, and must be reasonable and necessary for efficient completion of the project.
- **Available Funds:** The 65th Legislative Assembly has appropriated up to \$350,000 to this program which is to be distributed over the 2017-2019 biennium. A minimum total project cost of \$30,000 is required for consideration.

General Provisions

- **Project Application:** Please refer to application.
- **State Comprehensive Outdoor Recreation Plan (SCORP):** In order for a program or project to be selected for funding, it must show a need in the SCORP for the legislative planning region in which the project or program will be developed. The SCORP is available online at <https://www.parkrec.nd.gov/business/planning/state-comprehensive-outdoor-recreation-plan-scorp>.
- **Project Selection:** Community Grant project applications will be scored by a committee comprised of representatives from NDPRD and NDRPA and selected based on the project region's recreation priorities according to the SCORP, using the Open Project Selection Process.
- **Reimbursement:** The project sponsor will not receive a cash grant at the time of project approval. Instead, the sponsor must pay the bills and be reimbursed the allowable maximum of the expenses incurred for the project. Reimbursement requests may be made periodically during the project period. As in any program where a reimbursement is requested for a portion of the project costs, adequate documentation and records are essential. There must be definite supporting documentation (i.e. invoices and canceled checks) for each item of cost claimed -- estimates are not sufficient. NDPRD may request additional support documentation in order to process a billing.
 - **Reimbursement Requests:** The following is a list of documentation NDPRD will need to process all reimbursement requests (applicable items are required and must be submitted in an organized manner):
 - Reimbursement Request Form.
 - Affidavit of publication, supplied by the newspaper when you advertise for bids.
 - Minutes of any meeting at which action is taken on bids received. Should be dated and signed by responsible official.
 - Contractor invoices (or final progress payment, if countersigned by contractor acknowledging payment of all prior charges, and if the cost of each major work item is shown) and cancelled checks to contractor (copy of both sides).
 - Cancelled checks (copy of both sides) for all other materials and services.
 - Copies of invoices. Not monthly statements.
 - Employee time records.

- Individual earnings records for the calendar year or payroll journals. Should show gross wages, withholdings and net pay for each pay period.
 - Equipment rental time records.
 - Detailed schedule showing how you computed owned-equipment rental rates. For donated equipment time, you must use hourly rates via a quote from a local rent all or a published equipment billing chart for a municipality.
- Partial Billings: A partial billing along with supporting documentation may be submitted to NDPRD after portions of the work have been completed. Submit the completed "**Reimbursement Request Form**". The state will retain 25% of the grant amount until the project is complete and a final inspection completed. Supporting documentation needed includes the following:
 - Progress Report – **Progress Report Form**
 - Expenditure Records indicated above
 - Volunteer Logs
- Final Billings: In order for a project or program to be considered completed and ready for final billing, it should be submitted within thirty days of the completion of the grant expiration date, whichever comes first. Final project/program billings must be submitted to NDPRD utilizing the process outlined above. Once a final billing is received NDPRD staff will contact the local sponsor to discuss the completed grant project/program and arrange for a final inspection. Final billing and grant closeout will not be completed until NDPRD has conducted the final inspection and certified the project/program is indeed complete, meeting the description outlined in the grant application and/or project/program amendment.
- Reimbursement Request Form: The local sponsor is responsible to track costs according to the categories on the **Grant Programs Reimbursement Request Form** and must maintain an auditable record for a period of not less than 3 years from the expiration date of a grant award. A GRANT REIMBURSEMENT FORM MUST BE SUBMITTED FOR ALL PAYMENT REQUESTS AND REIMBURSEMENTS. ONLY THE FORM PROVIDED BY NDPRD WILL BE ACCEPTED.
- **Procurement**: Please refer to <http://www.legis.nd.gov/cencode/t48c01-2.pdf> in regards to Public Improvement Bids and Contracts. Grant recipients are required to follow the State of North Dakota's procurement guidelines when purchasing goods or services needed to complete a project unless a local procurement process is in place prior to the grant award. If a local process is in place, please provide a copy to NDPRD prior to any expenditures. Otherwise please follow the guidelines below.
 - Purchases under \$5,000: Use adequate procedures to ensure commodities and services are obtained at a fair and reasonable price, which may include the soliciting only one informal bid or proposal. Rotate vendors solicited on an equitable basis (*ref. N.D.A.C. § 4-12-08-02*). "Fair and reasonable" price can be based on previous purchases, market research, a published price list, or by simply soliciting more than one vendor. Remember, "When in doubt, bid it out."
 - Purchases \$5,000 to \$49,999.99: Solicit no fewer than three vendors, insofar as practical, to submit oral or written informal bids or proposals. If you do not receive three bids or proposals, provide a written justification (e.g., "only two known vendors" or "contacted three vendors, only two responded").

- Purchases \$50,000 and over: Solicit formal sealed bids or proposals with notice to approved bidders on the State Bidders List (*ref. N.D.C.C. § 54-44.4-14, N.D.A.C. Chapter 4-12-08*). Notice of bid opportunities must be placed weekly in a newspaper for a period of no less than three weeks to ensure notice of a bid opportunity.
- Limited Competitive and Noncompetitive Procurements: Occasionally, circumstances arise under which a fully competitive procurement process may be difficult or impossible. Procurement is noncompetitive when there is no bidding process. Limited competition occurs when competition is possible, but the requirements of the solicitation restrict competition to particular bidders. (*Ref. N.D.C.C. § 54-44.4-05, N.D.A.C. § 4-12-09*). Project sponsors must use the State's Alternate Procurement Request form, SFN 51403 to document this process.
- Documentation Requirements: Each procurement transaction must be adequately documented for audit and public record purposes. If the purchase is over \$5,000, the procurement file must have evidence that three vendors were solicited or document the reason three bids were not obtained. Include any required approvals, solicitation document used, list of bidders solicited, responses received, bid summary or evaluation worksheets, reasons for rejecting a particular bid, and method of award (e.g. purchasing card or purchase order). Written determinations are required for all emergency, limited competitive and noncompetitive procurements.
- Exemptions by Statute: Please note, certain commodities and services are not subject to state procurement laws. The following commodities and services are exempted from state procurement practices by *N.D.C.C. § 54-44.4-02 And N.D.A.C. § 4-12-01-04*, as follows:
 - Telephone and telegraph service, electrical light, and power services.
 - Department of Transportation materials, equipment, and supplies in accordance with *N.D.C.C. § 24-02-16*.
 - Specific commodities and services as determined by written directive by the Director of OMB in *N.D.A.C § 4-12-01-04* such as: A. contracts for public buildings and public improvement contract bids, pursuant to *N.D.C.C. Title 48*. B. Contracts for architect, engineer, and land surveying services pursuant to *N.D.C.C. Chapter 54-44.7*.
- **Progress Reports**: Grant sponsors are required to submit progress reports by April 1 and November 1 of each year to ensure that NDPRD is apprised of the grants progress. This information is critical, since NDPRD must review projects that have not progressed for six months for potential termination of funding. NDPRD considers an absence of a bi-annual report as no progress on the project.
- **Amendments**: During the grant period, various situations may result in changes or deviations from the grant description. An amendment is necessary to add to, or alter the approved program/project. Changes that may necessitate an amendment are increases or decreases in the grant amount, scope changes, or an extension of the project period.
 - Changes in Project Scope: Only those items approved for the grant are eligible for reimbursement. Facilities must be constructed in the same location as designated on the plans submitted with the application. Due to unforeseen changes in project costs or revisions in the plans for the facility, certain items may have to be added or deleted from the project after it is approved. In the case of adding an item to the project, construction on that item cannot begin until the amendment is approved.

The amount of state assistance specified on the award letter is the maximum amount reserved for that particular project. Costs over this amount have to be paid by the applicant. All changes in project scope should be in accordance with the intent of the original application, and must be justifiable. The need for the change must be documented by a letter to the NDPRD, accompanied by revised cost estimates, construction plans, and maps.

- Project Period Extensions (Recreation Facilities Grant Only): All acquisition and development must take place within the project period, which is identified in the award letter. The award letter is sent to the project sponsor after the project has received approval. The target date for project completion will be based on an 18 month project period. The project sponsor is encouraged to complete the project as soon as possible as inflation can add a 5% cost increase each year.

If the project cannot be completed during the period identified on the project letter, a request must be submitted for a time extension. The request must justify why the project cannot be completed before the expiration date. This justification should include a time schedule for completing the remaining items. Typically no more than one six month extension can be granted and then only under unforeseen circumstances. Work performed after the project has expired will not be eligible for reimbursement. Final payments for work done during the project period can be made after the project has expired. These payments should specify the work had been completed before the project expired.

- Submission of an Amendment Request: The grant sponsor initiates the amendment by submitting a request for the changes to NDPRD. This request should include all program/project revisions desired, including cost estimates, maps or design plans, and justification of the need for the changes. It is recommended the NDPRD be contacted prior to the submission of the amendment request. Department staff will be able to provide advice on the feasibility of an amendment approval. An amendment for a change in scope can be requested any time prior to the beginning of work on the added item. An amendment for an extension of time should be submitted forty-five days before the grant is scheduled to expire. It is essential that amendment requests be kept to a minimum. Amendments are used to cover items that could not be anticipated in the original project. Major deviations from the original grant application will not be accepted. It is the responsibility of the local sponsor to thoroughly determine the type of program or project prior to submission and, upon approval, carry through with that proposal.
- **Grant Completion:** Upon notification by the local sponsor that a project has been completed, NDPRD staff will conduct a final inspection. If the project has been completed in accord with the grant description, the final billing can be processed. In order for a project to be considered completed and ready for final billing, it should be submitted within thirty days of the completion of the grant or expiration date, whichever comes first.
- **Grant Termination:** A local sponsor may request withdrawal of a grant at any time prior to the first payment or expenditure of grant funds. After the initial payment, the grant may be rescinded, modified or amended only by written mutual agreement between the local sponsor and NDPRD.

NDPRD may terminate a grant in whole or in part, at any time before the date of completion, if it is determined the local sponsor has failed to comply with the terms of the grant proposal or the intent of the program. Failure by the local sponsor to comply with the terms of the grant may cause suspension of all obligations and a return of any monies received. If a grant is terminated, the local sponsor will be notified in writing of the reasons for termination, together with the effective date. Payments made to the local sponsor or recovery of funds by the NDPRD under projects terminated for cause shall be in accord with the legal rights and liabilities of the parties.

NDPRD may terminate the grants in whole or in part at any time before the date of completion when all parties agree that the continuation of the grant would not produce beneficial results commensurate with the further

expenditure of funds. The parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The local sponsor shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. Termination either for cause or for convenience requires the grant in question be brought to a state of recreational usefulness agreed upon by the local sponsor and NDPRD or all funds must be returned.

- **Project Site Retention & Future Responsibilities (Outdoor Recreation Facilities Grant Only):** At the time of project approval, the local sponsor, through the acceptance of funds, commits that the facilities developed with state assistance must remain open for general public use and will be operated and maintained. The site and facility must remain in public use for 25 years or until the facilities become obsolete or are at the end of their useable life.
- **Display Requirement:** All projects funded through the Outdoor Recreation Facilities Grant must display signage acknowledging the North Dakota Parks and Recreation Department.
- **Forms and Resources:** All Grant Program forms are available at:
<http://www.parkrec.nd.gov/recreation/grants/cgp/cgpoverview.html>.