



L a n d & W a t e r C o n s e r v a t i o n F u n d

THE GRANT IS AWARDED, NOW WHAT?



NORTH
Dakota | Parks & Recreation
Be Legendary.™



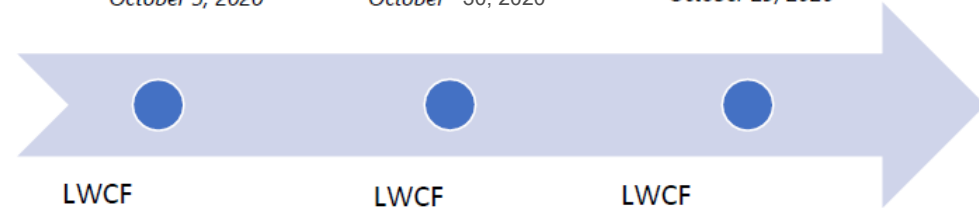
Land and Water Conservation Fund Work Plan

OCTOBER

October 5, 2020

October 30, 2020

October 29, 2020



LWCF
Pre-application
Open

LWCF
Pre-application
Close

LWCF
Workshop

NOVEMBER

November 2, 2020

November 30, 2020



LWCF
Application
Open

LWCF
Application
Close

DECEMBER

December
1, 2020

December 7,
2020

December 21,
2020

January 4,
2021



Applications are
reviewed by
Grant
Coordinator.

Applications are
reviewed and ranked
by LWCF committee.

LWCF applications are
submitted to Grants
Coordinator and
complied.

Final Meeting:
Final ranking
results and review.

LAND & WATER CONSERVATION FUND TIMELINE



LAND & WATER CONSERVATION FUND TIMELINE

JANUARY- Submit the committee's recommendations to NDPRD Director for approval. Commence environmental reviews.

FEBRUARY – Assess environmental reviews and send out SOV responses to applicants.

MARCH – Submit application packages to National Park Service. Prepare to input information into Grant Solutions database.

APRIL - MAY – The National Park Service assesses the grant application and commences Section 106 review.

JUNE – Prepare grant award agreements and issue notices to proceed. Once the grant agreement is signed by all parties, the project bidding and construction can begin.

*Project expenses cannot be submitted until grant agreement is issued and signed.

I HAVE SUBMITTED MY APPLICATION, NOW WHAT?

- The ranking and approval process take some time. For notification purposes, an email with an attached formal letter will be sent stating if the grant was awarded.
- If awarded, you will receive a pre-award letter stating the next steps, but do **NOT** start your project. There are many things that you need to complete before you can start your project:

1. Title VI Compliance
2. Plan Your Project NO Expenses can be accrued, but feel free to meet with your board or project engineer to plan out project details.
3. Read the LWCF Manual
4. Sign Grant Funding Agreement/Notice to Proceed
5. START! You can start accruing expenses once the agreement is signed by all parties.

* Project applications on average have a 6 to 9-month lead time from application acceptance to notice to proceed.



Land and Water Conservation Fund (LWCF) Grant FY20 Preliminary Approval

June 22, 2020

Sheryl Smith
Barnes County Park Board
32 McDougall Drive
Billings, ND 58504
Barnes County

Project Sponsor: Barnes County Park Board
Project Name: Fun Times Splash Pad
Grant Amount: \$200,000.00
Project slotted for funding: FY20 Funds

Dear Sheryl:

The North Dakota Parks and Recreation Department (NDPRD) and the National Park Service (NPS) has tentatively approved your application for the Land and Water Conservation Fund (LWCF) Grant. Your project was sent to both state and federal agencies for environmental and cultural review. All of this documentation was forwarded to the NPS for review.

Upon receiving the SOV responses, the project is now pre-awarded upon NPS approval. Provided there are no concerns from the NPS, NDPRD will obligate the appropriate funds to your project as per your request.

In an effort to help project sponsors maximize the full 18-month project completion timeline, please keep contact with Grants Coordinator, Char Binstock, on the LWCF timeline. The next step upon SOV review and NPS approval would be to formalize and sign the grant agreement/notice to proceed letter. This may take about 6 to 9 months. Do **not** incur any project expenses during this time. NDPRD will then send a project agreement for signature to the project sponsor with the project start/end date.

Please contact Grants Coordinator, Char Binstock, at the information listed below if there are any questions. Thank you!

Char Binstock

Char Binstock
Grants Coordinator

701.328.5364 • 701.220.2820 • parkrec.nd.gov

1600 East Century Ave. Ste. 3 | Bismarck, ND 58503

PHONE: 701-328-5357 | FAX: 701-328-5363 | EMAIL: parkrec@nd.gov | WEBSITE: www.parkrec.nd.gov

TITLE VI REQUIREMENT

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities of any entity that receive federal assistance.

The law provides that:

“[n]o person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.” 42 U.S.C. § 2000d.

[https:// www.youtube.com/ watch?v=mSGbIpKRQ-c](https://www.youtube.com/watch?v=mSGbIpKRQ-c)

[https:// www.youtube.com/ watch?v=lw0mefqIZ5Y](https://www.youtube.com/watch?v=lw0mefqIZ5Y)



TITLE VI REQUIREMENT

- Entities, whether public or private, that receive federal assistance from any federal agency, including the National Park Service (NPS), must take concrete steps to ensure nondiscrimination in their programs and activities.
- The LWCF is funded by oil and gas revenues in waters owned by all Americans.
- The Land and Water Conservation Fund (LWCF) is administered at the state level by the North Dakota Parks and Recreation Department (NDPRD) and funded at the federal level by the U.S. Department of Interior, National Park Service (NPS).
- All LWCF recipients must comply with Title VI.
- www.youtube.com/watch?v=sflnlobxpZw



HOW DO I BECOME TITLE VI COMPLIANT?

1. Identify Title VI Coordinator/ Title VI Specialist
2. Establish Standard Assurances
3. Create a Limited English Proficiency (LEP) Plan
4. Identify a Data Collection Process
5. Establish a Complaint Procedure Process



Please work with the North Dakota Parks and Recreation Grants Coordinator to fulfill all these requirements. While working to become Title VI Compliant, there will be no expenses related to creating a plan. It just takes time and effort!

A PROJECT SPONSOR SHOULD...

- Prepare a project development plan.
 - What aspects need to be addressed? Identify issues and steps which are critical to the project development process.
- Develop a workable project.
 - What are the project needs? What can be done realistically?
- Get public support for the project.
 - How does the project benefit the community?
 - Are there other potential project sponsors?
- Consider the users groups and accessibility of the project.
- Find other funding sources. The normal Federal share is limited to 50 percent. Some state or local governments may provide some matching funds, but usually the project sponsor must provide most or all the match.
- Consider donations of materials and services, including volunteer labor (must be 14 or older to submit donated labor).
- Consider how to involve youth conservation or volunteer groups in the project



A PROJECT SPONSOR SHOULD...

- Develop a good project design.
- Consider the natural environment in which the project is located.
- Consider community benefits.
- Consider user needs, including accessibility.
- Consider potential problems:
 - ☐ Environmental Impacts - these must be minimized and mitigated and may require some documentation.
 - ☐ Permits - various permits may be needed prior to submitting the project proposal.
 - ☐ Possible Opposition - some people may oppose a project for various reasons, including concerns about property rights, liability, safety, historic or archaeological impacts, or environmental impacts.
- Complete the project application.
- Work with the State to answer any questions about the application.
- **Do NOT begin work until you receive official authorization to proceed. Work performed prior to Federal project approval by NPS cannot be reimbursed.**
- After the project receives Federal approval, project sponsor(s) should initiate the project as soon as possible. States may withdraw project approval if a sponsor does not show evidence of project progress (reimbursements/progress reports) within a reasonable time frame.



GRANT FUNDING AGREEMENT NOTICE TO PROCEED

Once the agreement is signed by all parties,
you can **START** your project!

1. Project sponsors have **18-months** from the project start date to complete the project, including final inspections by NDPRD staff. Project sponsors must provide a progress report to the NDPRD grants coordinator at the end of each quarter of the year at a minimum.
2. Project costs incurred before the project start date for reimbursement cannot be reimbursed. Expenses for which a project sponsor will seek reimbursement for from the grant, must occur after the project start date.
3. The grant is an 50/50 grant, when bills are submitted for reimbursement, project sponsors will receive 50 percent of the total eligible costs up to the original amount of the grant request.
4. Utilizing the forms on our website, document all expenses with invoices, receipts, documentation of donated time and labor, force account labor and any other supporting documentation along with your reimbursements. Volunteer and donated equipment and materials have special documentation requirements.

GRANT FUNDING AGREEMENT
Between
North Dakota Parks and Recreation Department
And
City of Lakota

State of North Dakota, acting by and through its Parks and Recreation Department entered into Grant Agreement P19AP00395 / 38-01329 with the United States of Interior National Park Service for the Land and Water Conservation Fund.

Grantor has determined the Scope of Project related to the *Lakota Swimming Pool Project* is the basis for the expenditure of funds allocated to the *City of Lakota* (Grantee).

City of Lakota proposes to satisfactorily perform its Project as proposed in the Land and Water Conservation Fund grant application dated, March 18, 2019 and is attached to this Agreement.

Grantee therefore enter into this Grant Funding Agreement (Grant) and agree to the

TERMS OF GRANT

The starting date of this Grant is November 29, 2019. The initial term of this grant is eighteen months. This Grant is to be completed on or before May 29, 2021.

Automatic Renewal

This Grant will not automatically renew.

Termination Option

Grantor reserves the right to extend the Grant for an additional period of time, not to exceed 3 months, from the current termination date of the Grant.

Renegotiation Option

Grantor reserves the right to extend the initial term of the Grant including any extensions and renewals, Grantor and Grantee shall renegotiate the Grant upon mutual agreement of the parties.

PROJECT DESIGN PHASE (PRELIMINARY ENGINEERING)

- If your project has not been designed by the time the grant award agreement is signed, please notify the NDPRD Grants Coordinator.
- The design can be performed by in-house staff or by a professional firm.
- The deliverable for this phase is called the “construction documents.”

Project Manual:

- Invitation to Bid (also used for the legal ad)
- Bid Form (may be itemized or lump sum bid amount)
 - Contractor must hold a North Dakota Contractor’s license 30 days prior to the bid.
 - Require proof of general liability insurance.
 - May require a bid, performance or payment bond.
 - Include a draft copy of the construction contract. (*consult with your legal counsel on contract language)
- Scope of Work (describe the work to be done; may include technical construction specifications if desired)
 - Consider including a construction timeline in calendar days (30, 45, 60, 90)
- Construction Drawings:
 - Should include lines on a drawing either drawn to scale or labeled with distance.
 - May include special details.
 - Do not specify proprietary models, allow for fair and open competition for items.
 - It’s okay to say, “Picnic table by XYZ Company or approved equal.”



PROJECT BIDDING

Bidding Factsheet

If an entity does not have an established method for procurement of public improvement projects, a best practice would be to follow North Dakota Century Code – 48-01.2.

Best Practices:

- Bid advertisement must be published in the official newspaper [legal ad] for the county for a period of once per week, not less than three weeks (21 days). Where applicable include in any minority publications within the county.
- Project plan shall be made available in electronic or paper format for viewing. Utilize builder's exchanges or plan centers for centralized distribution of documents. Keep a log on who is requesting plan and specifications, in the event you need to issue a "bid addendum".
 - <https://fmbx.org/>
 - <http://www.biscpe.org/>
 - <http://dickinsonchamber.org/builders-exchange/>
 - <https://www.minotbe.com/>
- Deadline for questions on the bid should be 7-10 calendar days prior to the bid date.
- Keep a log of all questions asked. Any answers given that could change the scope of work or that should be equally available to all bidders should be formally issued to potential bidders in the form of a "bid addendum."
- Hold an official public bid opening where the bids are read aloud. Bids must not be opened until the published date, time and place in a public forum.

AFFIDAVIT OF PUBLICATION

STATE OF NORTH DAKOTA
ss.
COUNTY OF CASS

Chelsea Adams, The Forum, being duly sworn,
states as follows:

1. I am the designated agent of The Forum, under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspapers listed on the attached exhibits.

2. The newspapers listed on the exhibits published the advertisement of: *Legal Notice*; (3) times: *June 3, 10 & 17, 2019*, as required by law or ordinance.

3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

Dated this 17th day of June, 2019.

Chelsea Adams
Legals Clerk

Kris Adamson
Notary Public

KRIS ADAMSON
Notary Public
State of North Dakota
My Commission Expires Jan. 6, 2021

ADVERTISEMENT TO BID
Notice is hereby given that:
North Dakota Parks and Recreation Department
Will accept sealed bids for the construction of:
COUNTY ROAD 7 SHARED USE PATH – PHASE I
Project No. 18008
City of Horace, North Dakota
All work shall be in accordance with the plans, drawings and specifications on file with the North Dakota Parks and Recreation Department.
One single prime proposal will be received for all categories of work at the offices of North Dakota Parks and Recreation Department, 1600 E. Century Ave Suite 3, Bismarck, ND 58503, until 2:00 p.m., C.T., Tuesday, June 25, 2019.
The nature of the work and the type and location of the work is as follows:
(1) Approximately 1900 feet of paved Shared Use Path and associated improvements within the City of Horace, North Dakota; (2) Mobilization and Demobilization; (3) Clean up and disposal of any construction waste and materials.
The work required under the contract must be completed by October 26, 2019.
The contract documents, plans, drawings and specifications (the "Bid Documents") may be obtained from Jolene Reed, PLA, Chief of Planning and Programs, North Dakota Parks and Recreation Department, 1600 E. Century Ave Suite 3, Bismarck, ND 58503, phone (701) 328-5379.
The Bid Documents may be seen and examined, by appointment, at the offices of Jolene Reed, PLA, Chief of Planning and Programs, Recreation Division Manager, North Dakota Parks and Recreation Department, 1600 E. Century Ave Suite 3, Bismarck, ND 58503, phone (701) 328-5379 or downloaded at: <https://www.parksandrec.nd.gov/business/planning/bids-contracts>.
All questions and requests for clarification regarding the advertisement must be addressed to Jolene Reed, PLA, Chief of Planning and Programs, North Dakota Parks and Recreation Department, 1600 E. Century Ave Suite 3, Bismarck, ND 58503, phone (701) 328-5379, on or before Monday June 17, 2019.
All envelopes submitting the sealed bids shall conspicuously note thereon the following information:
Bid For County Road 7 Shared Use Path
City of Horace, North Dakota
Project Number 18008
Dated this _____ day of _____, 2019.
All envelopes submitted for a bid shall be securely attached together.
All sealed bids shall be opened at the offices of North Dakota Parks and Recreation Department, 1600 E. Century Ave Suite 3, Bismarck, ND 58503 at 2:00 p.m., C.T., Tuesday June 25, 2019.
In addition to the items specified in the Contract Documents, each quote must be accompanied by a separate envelope containing a bidder's bond in a sum equal to the percent (5%) of the full amount of the bid, executed by the bidder, as principal, and by a surety, authorized to do business in the State of North Dakota, conditioned that if the principal's bid is accepted and the contract awarded to the principal, the principal within ten (10) days after notice of award, shall execute a contract in accordance with the terms of the bid and a contractor's bond as required by law and the regulations and determinations of the North Dakota Parks and Recreation Department.
Each bidder shall have a valid North Dakota contractor's license of the proper class for the full amount of the bid, as required by § 43-07-05 of the North Dakota Century Code. No bid shall be read or considered unless a copy of a valid North Dakota contractor's license or certificate of renewal thereof is enclosed in the envelope containing the bid bond.
No bid will be read or considered if it does not fully comply with the terms hereof. Any deficient bid will be resubmitted and returned to the bidder immediately.
All contracts shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor regulations 42 CFR part 60.
The North Dakota Parks and Recreation Department reserves the right to reject any bid or to waive irregularity in the bid and in the bidding. The North Dakota Parks and Recreation Department further reserves the right to hold all legitimate bids for a period of sixty (60) days after the date fixed for the opening thereof.
The North Dakota Parks and Recreation Department, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000e-4 and Title 46, Code of Federal Regulations, Department of Transportation, Sub Title A, Office of Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it business enterprises will be afforded full opportunity to submit bids in response to this national origin in consideration for an award.
DATED the 17th day of June, 2019.
At Jolene Reed, PLA, Chief of Planning & Programs
North Dakota Parks and Recreation Department
(June 3, 10, 17, 2019)

2780593

MEETING MINUTES DIRECTING INTENT TO AWARD

- Please submit your meeting minutes with your intent to award and affidavit of publication to the Grants Coordinator.
- Other Submitted Paperwork:
 1. Official public bid opening where the bids are read aloud.
 2. Bid Tabulations
 3. Project Contract with Signatures

BID TABULATION									
Company Name:		Project No.:							
Project Name:									
Location:									
Architect:									
Bid Date:									
BID QUANTITIES				Engineer's Estimate		CONTRACTOR A		CONTRACTOR B	
Ref #	Bid Item #	Item Description	Qty	UNIT	UNIT AMOUNT	BID	UNIT AMOUNT	BID	UNIT AMOUNT
1	1001	Gr & Fill	1	LS	500.00	500.00	500.00	500.00	500.00
2	1002	Removal of Stone/Gravel	1	LS	500.00	500.00	500.00	500.00	500.00
3	1003	Foundation for Utility Structures	1	LS	500.00	500.00	500.00	500.00	500.00
4	1004	Foundation Excavation	1	LS	250.00	250.00	250.00	250.00	250.00
5	1005	Foundation Footing Drain	1	LS	200.00	200.00	200.00	200.00	200.00
6	1006	Curbs/Drains	10	EA	4.00	40.00	4.00	40.00	4.00
7	1007	Curbs	10	EA	5.00	50.00	5.00	50.00	5.00
8	1008	Swales	10	EA	6.00	60.00	6.00	60.00	6.00
9	1009	Backfill	200	CY	1.40	280.00	1.40	280.00	1.40
10	1010	Compaction	1	LS	500.00	500.00	500.00	500.00	500.00
11	1011	Top Soil	200	CY	1.25	250.00	1.25	250.00	1.25
12	1012	Final Grading	1	LS	500.00	500.00	500.00	500.00	500.00
13	1013	Seedling/Grass	100	CY	1.00	100.00	1.00	100.00	1.00
14	2.001	Foundation walls with edge beams	4	EA	1.00	4.00	1.00	4.00	1.00
15	2.002	Foundation walls with edge beams	4	EA	1.00	4.00	1.00	4.00	1.00
16	2.003	Foundation walls with edge beams	3	EA	1.00	3.00	1.00	3.00	1.00
17	2.004	Steel Reinforcing	1	LS	1.00	1.00	1.00	1.00	1.00
18	2.005	Anchor Bolts Held Down	10	EA	1.00	10.00	1.00	10.00	1.00
19	2.006	Bulkheads	5	EA	1.00	5.00	1.00	5.00	1.00
TOTAL BASE BID:					\$ 4,185.00	\$ 4,185.00	\$ 4,320.00	\$ 4,320.00	\$ 4,320.00
TAX:					9.9 %	\$ 426.69	\$ 426.69	\$ 426.69	\$ 426.69
TOTAL BID AMOUNT:					\$ 4,611.69	\$ 4,611.69	\$ 4,746.69	\$ 4,746.69	\$ 4,746.69



CONSTRUCTION PHASE

Exciting work on-the-ground!

- Once all contracts are signed, issue a “notice to proceed” to the contractor. Include the date that they can begin work and the date for the work to be completed.
- You may run into unforeseen obstacles!
 - Work with your contractor to negotiate a “change order” to document the change to the scope of work, the increase or decrease in cost and any adjustments to the project schedule.
- Itemized bid amounts: If the contract was bid, be sure to measure the itemized contract items.
- Periodically observe the work. Take photos and notes of any items of interest.
- Your contractor or vendor is your partner! With any good partnership, communication is the key to success.
 - Establish communication protocols before any dirt is moved on the ground.
- A contractor can (and should be encouraged to) submit requests for payment on a monthly basis, based upon a % complete or itemized.



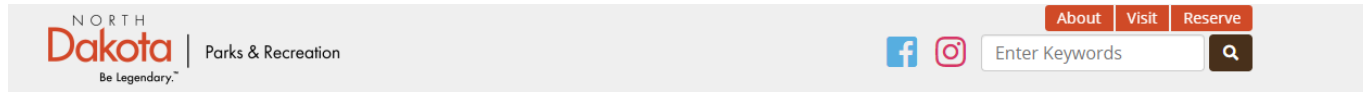


CONSTRUCTION CLOSE-OUT



- Perform a final walk through with your contractor before they demobilize off the site.
 - If there are any remaining work items, document them in a “punch list” for the record and share the list with your contractor.
- Once the work is completed, have the contractor verify if all sub contractors and vendors have been paid. If you required bonds, have them provide a consent of surety for final payment.
- Contact NDPRD to perform a final grant inspection.

PROGRESS REPORTS & REIMBURSEMENTS



Home Planning ▾ Grants ▾ Motorized Recreation ▾ Resources Our Team ▾ LMSRC RESERVE NOW

Grants

Land and Water Conservation Fund

Recreation Trails Program
OHV Trail Grant
Community Grant Program
Additional Grant Opportunities

Home / Grants / Land and Water Conservation Fund

Land and Water Conservation Fund

Meeting Notice:

Thursday, October 29th at 1:00 PM

*** This meeting will be virtual. The link for the meeting will be posted on the day of the meeting. The agenda will be provided shortly.*

The North Dakota Parks and Recreation Department (NDPRD) is soliciting preliminary applications for the FY20 Land and Water Conservation Fund (LWCF) through October 29, 2020.

Preliminary Application

The Land and Water Conservation Fund (LWCF) is a 50/50 matching grant reimbursement program administered at the state level by the North Dakota Parks and Recreation Department (NDPRD) and funded at the federal level by the U.S. Department of Interior, National Park Service (NPS). The LWCF provides grants for outdoor recreation projects such as ball fields, pools, campgrounds, playgrounds, and land acquisitions for park development.

The following entities are eligible to apply:

- Cities, counties, and townships
- Park boards and park districts
- School districts
- State agencies
- Water management districts
- Federally-recognized Indian tribes

Legal Requirements

Lands that receive federal assistance through the Land and Water Conservation Fund must remain dedicated to public outdoor recreation use in perpetuity. Grantees are required to submit a property boundary map identifying the encumbered area. Property within the project boundary may not be converted to any use other than outdoor recreation without prior approval from the NDPRD and National Park Service. The entire project site identified in the project agreement is subject to public law 88-578 Section 6(F).

Any converted property must be replaced by the local sponsor with the property of equal or greater recreational value and usefulness. NDPRD should be notified before any change in use.

Please visit our website at:

<https://www.parkrec.nd.gov/business/grants/land-and-water-conservation-fund>

Application	Funded Projects	Resources
		<ul style="list-style-type: none">• Land & Water Conservation Fund: Manual• 2018-2022 SCORP• Reimbursement Form• Force Account Time Sheet• Donated Equipment Form• Donated Material Form• Donated Labor Form<ul style="list-style-type: none">◦ North Dakota General Labor Rate◦ North Dakota Metro and Non-Metro Map
		<p>Workshop Powerpoint</p> <ul style="list-style-type: none">• Land and Water Conservation Fund Grant Writing Tips• Land and Water Conservation Overview• LWCF Title VI Conference Presentation



Requirements of the Program:

- Quarterly Progress Reports & One Reimbursement Request Every Six Months

Date 6/9/2020	Project Number 38-01362	Project Name North Dakota Nice Park
Grant Type <input type="checkbox"/> Recreational Trails Program (RTP) <input checked="" type="checkbox"/> Land & Water Conservation Fund (LWCF) <input type="checkbox"/> Other - specify: <input type="text"/>		
Project Sponsor Name North Dakota Parks and Recreation Department		Reimbursement Request Number <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Final
Grant Award Amount (from Grant Award Agreement) \$430,000.00		Request Dates - From 9/23/2019 Request Dates - To 6/9/2020

Current Request Reimbursement Amount	Previous Requests Reimbursement (cumulative)	Total Reimbursement Requested To Date
\$10,000.00	\$0.00	\$10,000.00

Design and Engineering Fees	
Construction Contracts	\$5,000.00
Supply and Material Purchases	\$5,000.00
Equipment Rental Costs	\$10,000.00
Force Account Labor Costs	
Other:	
TOTAL	
<input checked="" type="checkbox"/> By checking this box, the Authorized Representative certifies the full and proper payment has been made to the vendor.	

Cash	\$5,000.25
Donated Equipment	\$4,900.00
Donated Labor	\$99.75
Donated Materials	
Force Account Labor	
Other: <input type="text"/>	
TOTAL	\$10,000.00
Match Fund Requirement (from Grant Award Agreement)	
<input type="checkbox"/> 20% <input type="checkbox"/> 50% <input type="checkbox"/> Other - specify: <input type="text"/>	

Name of Authorized Grantee Shelly Smiles	Title Executive Director	Signature	Date
NDPRD Grants Coordinator		Signature	Date
NDPRD Chief of Planning & Programs		Signature	Date

Line		Department	
Fund		Expense	
Project		Activity	
Amount		Vendor	

Vendor	Invoice Number	Category	Amount
Happy Playgrounds Inc.	13571	Construction Contracts	\$5,000.00
RDO Equipment		Equipment Rental	\$10,000.00
Menards	1342	Supply & Material Purchases	\$2,750.00
Concrete Plus	5	Supply & Material Purchases	\$1,250.00
Playground Accessory Store		Supply & Material Purchases	\$1,000.00
TOTAL			\$20,000.00

List all sources of match funds to support the total identified in Section 3. Documentation for donated items should be supported with the appropriate state forms (identified with a state form number, SFN, in upper left corner of form). See Section 7. This should equal or overmatch the match requirement of the grant program.

Vendor	Category	Amount
North Dakota Parks and Recreation Department Donation Fund	Cash ▾	\$5,000.25
Tool Equipment Pro	Donated Equipment ▾	\$4,900.00
Volunteer (SFN 59170)	Donated Labor ▾	\$99.75
	▾	
	▾	
	▾	
	▾	
	▾	
	▾	
	▾	
	TOTAL	\$10,000.00

FINAL REIMBURSEMENT



GRANT PROGRAM REIMBURSEMENT REQUEST NORTH DAKOTA PARKS AND RECREATION DEPARTMENT SFN 59174 (10-2020)

Project Information

Date 6/9/2020	Project Number 38-01362	Project Name North Dakota Nice Park
Grant Type <input type="checkbox"/> Recreational Trails Program (RTP) <input checked="" type="checkbox"/> Land & Water Conservation Fund (LWCF) <input type="checkbox"/> Other - specify:		
Project Sponsor Name North Dakota Parks and Recreation Department	Reimbursement Request Number <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> Final	
Grant Award Amount (from Grant Award Agreement) \$430,000.00	Request Dates - From 9/23/2019	Request Dates - To 6/9/2020

- Notify the Grants Coordinator of the final reimbursement to schedule a final inspection.
- The final inspection must be completed before the reimbursement is given.
- Final inspection and reimbursement are forwarded to NPS for final approval to close out the project.



PROVISIONS & OBLIGATIONS

- Property designated for recreation through LWCF must be maintained to appear attractive and inviting to the public. Make sure to bury, screen or relocate existing overhead power/phone lines.
- Sponsors must implement compliance procedures to ensure that their facilities abide by Title VI guidelines. LWCF sign posted at the project site.
- Property acquired or developed under LWCF must be retained in public outdoor recreation use in perpetuity.



RECAP: 11 STEPS TO SUCCESS

1. Preliminary Notification for Funding
2. Read IWCF Manual
3. Achieve Title VI Compliance
4. Plan your project and obtain appropriate permits (from SOV review). *No expenses can be incurred here!*
5. Sign the Notice to Proceed/ Project Agreement
6. **START!** *Expenses can be incurred here!*
7. Bid Project
8. Work Hard (18 Month Timeline)
9. Quarterly Progress Report and Reimbursement Requests (at least 1 every 6 months)
10. Final Inspection
11. Enjoy!



FINAL WRAP-UP

1. Post the LWCF Sign.
2. Celebrate your achievements with a ribbon cutting ceremony or group photograph!
3. Play!



LWCF POST INSPECTIONS

North Dakota Parks and Recreation Department can do a post inspection to make sure that the public outdoor recreation use is held in perpetuity

They will call you to arrange a time to touch base on a past project OR individually compete and assessment of the facility or area.

POST INSPECTIONS

About every 5 years a NDPRD staff member will do a post inspection.

What we look for?

- Make sure the project is following the Barrier Free Act and Title VI Compliant protocols.
- Make sure the site is clean of debris and safe.
- Make sure the site is being maintained.
- Make sure the project still meets all the LWCF requirements and is displaying the LWCF sign.





Cottonwood Park Improvements

Bismarck Parks and Recreation District (BPRD) has had a long history of receiving Land and Water Conservation Fund grants to renovate or create new recreational opportunities for the city of Bismarck. From their first grant administered in 1966 to their most recent Cottonwood Park Improvement project, they have been creating and developing new ways to improve lives through outdoor recreation and build the community of Bismarck. With the most recent Cottonwood Park Improvement project, BPRD has added two playgrounds (with swing sets), picnic shelter, accessory building, and trail connections to the softball complex in Cottonwood Park. When asked what the inspiration was behind the project, Kevin Klipfel (Facilities and Programs Director) and Dave Mayer (Operations Director) said, "we wanted to enhance the softball complex to give families a place to recreate while softball games were being played." This adds another mode of recreation to an already diverse park complex. The District has 3,300 acres they manage for outdoor recreation with over 250 partnerships including the North Dakota Parks and Recreation Department. They recently received Title VI certification in addition to their many other accomplishments such as the National Gold Medal Award for Excellence in the Field of Parks and Recreation.

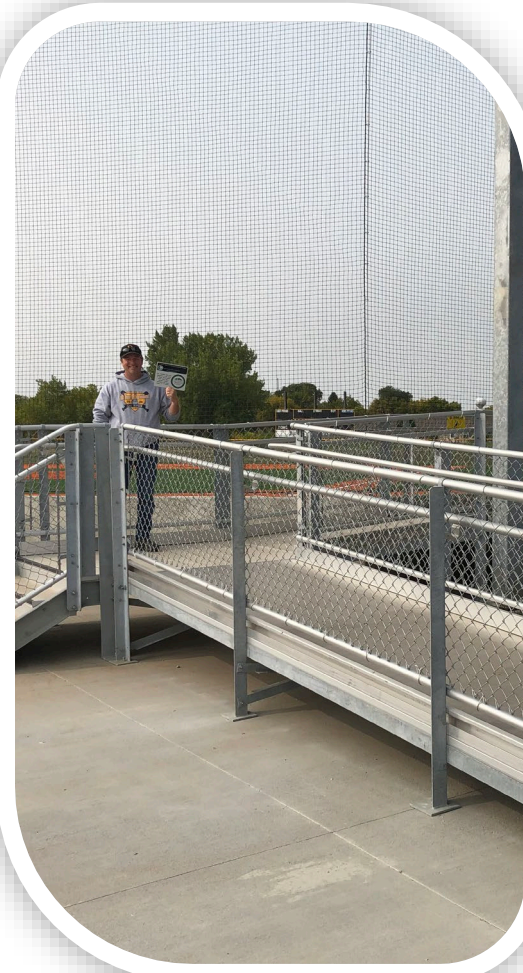


Dave Mayer and Kevin Klipfel (Facilities & Programs Director) (Operations Director) holding the Land and Water Conservation Fund sign at the new playground addition to the Cottonwood Complex.



Cottonwood Playground

PARK RIVER GREEN ACRES COMPLEX



Park River Park District – Green Acres Complex

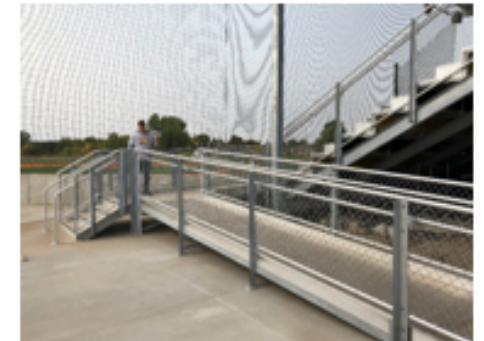
The City of Park River Park District has been brainstorming over the years on how to keep their city growing and create more opportunities for outdoor recreation for their community. Jesse Irvine, the Director of Parks and Recreation for Park River, had an idea along with other members of the community to build a softball/baseball diamond complex to draw in visitors, tournaments, and the community alike! The community did not have the resources to fund an entire complex alone, so they applied to the Land and Water Conservation Fund (LWCF) program in hopes to offset needed funding. Along with matching funds from the Park River community and surrounding businesses, they built something special that would create a lifetime impact on their community. It was a huge success as the Park River Green Acres Complex is complete and has already hosted a state tournament in which the community has seen the benefits of tourism at its finest.

"There are a lot of small towns that seem to disappear over the years because they slowly lose their resources to larger towns and cities. I did not want to see that happen to Park River, so we thought big," Jesse Irvine explained. They did just that, as they took on an empty field and built a baseball complex that now has 4 interconnecting softball/baseball diamonds. The community was very supportive as the City of Park River Park District received numerous donations from local community members along with pledges and naming rights for the fields.

From the time the grant was submitted to the finished project, it has been about three years of planning and hard work. This state-of-the-art complex includes accessible sidewalks, grandstand, concession building and even has infield turf on one of the fields which will dry out quickly after it has rained to make sure not many games are cancelled due to weather. The community is now seeing the benefits of the Green Acres Complex with an increase in tourism from the state tournament. The positive comments and interactions they have received from the community are priceless. "We all worked together to create something big for the community that everyone can enjoy for years to come," Irvine resounded as he stared at the finished complex with pride.



Jesse Irvine, Director of Parks Recreation with LWCF Sign



Green Acres Complex Grandstand

KENMARE DOWNTOWN SQUARE

Kenmare Downtown Park Square:

The City of Kenmare submitted an application to the the Land and Water Conservation Fund program to provide new improvements to the Kenmare Downtown Square. Specifically, the City of Kenmare applied in hopes of adding playground equipment for the community.

Just to give a little background on the grant program, the Land and Water Conservation Fund (LWCF) is a 50/50 matching grant reimbursement program administered at the state level by the North Dakota Parks and Recreation Department (NDPRD) and funded at the federal level by the U.S. Department of Interior, National Park Service (NPS). The LWCF provides grants for outdoor recreation projects such as ball fields, pools, campgrounds, playgrounds, and land acquisitions for park development.

The playground equipment that the City of Kenmare had envisioned included adding a slide, see-saw, false tree stumps, and a rubber foundation to make the playground accessible. The grant request was awarded in September in 2019 with a quick turnaround to being finished a year later. "From the application to the finished product, the Land and Water Conservation Fund program was essential to the completion of the playground. It helped having the match," Grant Johnson, Park Board Clerk, said. The playground sits where it can be well utilized in the town square next to a charming Danish Mill that was built in 1902 and donated to the city in later years. "The community is really excited to have the new playground. It will be a nice place for everyone to play," added Arlen Gartner, City Board President.



Arlen Gartner (City Board President) and Grant Johnson (City Clerk) holding the Land and Water Conservation Fund sign next to the finished playground.

ANY QUESTIONS?

Thank you for taking the time to learn about the Land and Water Conservation Fund Program!

