THE GRANT IS AWARDED, NOW WHAT?
LAND & WATER CONSERVATION FUND TIMELINE

OCTOBER
- October 5, 2020: LWCF Pre-application Open
- October 30, 2020: LWCF Pre-application Close
- October 29, 2020: LWCF Workshop

NOVEMBER
- November 2, 2020: LWCF Application Open
- November 30, 2020: LWCF Application Close

DECEMBER
- December 1, 2020: Applications are reviewed by Grant Coordinator.
- December 7, 2020: Applications are reviewed and ranked by LWCF committee.
- December 21, 2020: LWCF applications are submitted to Grants Coordinator and complied.
- January 4, 2021: Final Meeting: Final ranking results and review.
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.
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=Iw0mefqIZ5Y
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=sfInlobxpZw
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.
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.
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.”
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.
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
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

Please visit our website at:
https://www.parkrec.nd.gov/business/grants/land-and-water-conservation-fund

Requirements of the Program:
• Quarterly Progress Reports & One Reimbursement Request Every Six Months
Reimbursement Request

Section 4: Tabulation of all Project Costs for this Reimbursement Request
List all project costs, including the value of donated items, to support the total identified in Section 2. Documentation such as invoices and canceled checks should be provided with your costs to verify payment and value. Include the values of all donated labor, materials and equipment.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Invoice Number</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Playgrounds Inc.</td>
<td>13571</td>
<td>Construction Costs</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>RIO Equipment</td>
<td></td>
<td>Equipment Rental</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Materials</td>
<td>1342</td>
<td>Supply &amp; Material Purchases</td>
<td>$2,760.00</td>
</tr>
<tr>
<td>Concrete Plus</td>
<td>5</td>
<td>Supply &amp; Material Purchases</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>Playground Accessory Store</td>
<td></td>
<td>Supply &amp; Material Purchases</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

**TOTAL**                       |                |                   | **$20,000.00**|

Section 5: Tabulation of Match Funds for this Reimbursement Request
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.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Dakota Parks and Recreation Department Donation Fund</td>
<td>Cash</td>
<td>$5,000.25</td>
</tr>
<tr>
<td>Tool Equipment Pro</td>
<td>Donated Equipment</td>
<td>$4,900.00</td>
</tr>
<tr>
<td>Volunteer (SFN 59710)</td>
<td>Donated Labor</td>
<td>$199.75</td>
</tr>
</tbody>
</table>

**TOTAL**                      |                   | **$10,000.00**|
### Supporting Documents

**Section 6: Supporting Documentation**

Supporting documentation must be included for each item claimed for reimbursement. Please check the column to ensure all proper documentation is included for submission.

<table>
<thead>
<tr>
<th>Supporting Documentation</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Affidavit of Publication (supplied by the newspaper when advertising for bids)</td>
<td>X</td>
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<tr>
<td>Bid tabulations or quotations</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Meeting minutes directing intent to award</td>
<td></td>
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<tr>
<td>Vendor or contractor invoices or receipts</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment rental time records</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Donated Equipment Value (SFN 59169)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donated Labor Value (SFN 59170)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Force Account Labor documentation (SFN 59171)</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Donated Material Value (SFN 59172)</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Other - specify</td>
<td></td>
<td>X</td>
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**Section 7: Supporting Links**

- **NDPRD Recreation Trails Program (RTP):** [https://www.parks.nd.gov/business/grants/recreation-trails-program](https://www.parks.nd.gov/business/grants/recreation-trails-program)
- **NDPRD RTP Manual:** [SFN 59169: Donated Equipment Value](https://www.parks.nd.gov/business/grants/recreation-trails-program)
- **SFN 59169 - Donated Equipment Value**
- **SFN 59170 - Donated Labor Value**
- **SFN 59171 - Force Account Labor Documentation**
- **SFN 59172 - Donated Material Value**
- **FHWA Bay America (Steel):** [http://co68.nv.gov/brch/a/brch/forms.aspx](http://co68.nv.gov/brch/a/brch/forms.aspx)
- **Certificate of Compliance:** SFN 61040 - Contractor Certificate of Compliance
- **SFN 61041 - Manufacturer Certificate of Compliance**
- **FHWA Recreation Trails Program (RTP):** [https://www.fhwa.dot.gov/environment/recreational_trails/guidance/](https://www.fhwa.dot.gov/environment/recreational_trails/guidance/)
- **NDPRD Land and Water Conservation Fund Program (LWCF):** [https://www.parks.nd.gov/business/grants/recreation-trails-program](https://www.parks.nd.gov/business/grants/recreation-trails-program)
- **NDPRD LWCF Manual:** Strategic Comprehensive Outdoor Recreation Plan 2019-2022
- **SFN 59169 - Donated Equipment Value**
- **SFN 59170 - Donated Labor Value**
- **SFN 59171 - Force Account Labor Documentation**
- **SFN 59172 - Donated Material Value**

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**Grant Program Documentation of Donated Equipment Value**

**PARKS AND RECREATION DEPARTMENT**

This form is for a project sponsor to document the value of equipment which has been donated for work on an approved grant. Once completed, this form must be submitted with a Grant Program Reimbursement Request form, SFN 559174 (7-09). Please note that the dates of all donations must be on or after the project approval date.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Number</th>
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**Donated Equipment**

Supporting documentation for the value of donated equipment must be attached. Supporting documentation for the value of donated equipment will be based upon the hourly rate charged by a local equipment rental business via a quote on that business’s letterhead or a published equipment billing chart for a municipality. The cost of purchasing equipment will not be accepted.

<table>
<thead>
<tr>
<th>Date of Donation</th>
<th>Donor Name</th>
<th>Donor Signature</th>
<th>Description and Use of Donated Equipment</th>
<th>Hours of Use</th>
<th>Hourly Rate</th>
<th>Value</th>
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<tbody>
<tr>
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**Total Value of All Costs Listed**

$0.00

**Signature of Responsible Office**

<table>
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<tr>
<th>Date</th>
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**Signature of NDPRD Staff (Leave blank for NDPRD Review)**

<table>
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<tr>
<th>Date</th>
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**SUPPORTING DOCUMENTS**
FINAL REIMBURSEMENT

- 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 LWCF 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!
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 (BPARD) has 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 1998 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, BPARD has added two playgrounds (with swing sets), picnic shelter, access to building, and trail connections to the softball complex in Cottonwood Park. When asked what the inspiration was behind the project, Kevin Klufel (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.
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 loose 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 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.
KENMARE DOWNTOWN SQUARE

Kenmare Downtown Park Square:

The City of Kenmare submitted an application to 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 Arlan Gartner, City Board President.

Arlan 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!