

PARK DISTRICT FACILITY RENOVATION GRANT GUIDELINE

GENERAL PROVISIONS

The North Dakota Parks and Recreation Department Park District Facility Renovation Grant (PDFRG) offers local park districts the ability to compete in one of two population categories. The authorized \$5M, 50% matching grant is strictly limited for renovation, upgrade, and/or repair of existing facilities with the priority given to outdoor facilities.

QUALIFICATIONS

- Cash match only
- For renovation, repair or upgrade of park district facility projects
- \$1,000,000 maximum grant
- No retroactive grants will be considered
- Two Eligible competitive grant categories
 - Category A - \$1.5M grant for population centers 0 - 14,999
 - minimum grant award \$5,000 (\$10,000 total project)
 - Category B - \$3.5M grant for population centers 15,000 and higher
 - minimum grant award \$25,000 (\$50,000 total project)
- Final invoice billings must be submitted to NDPRD prior to June 30, 2023
- Final inspections and closure documents must be completed prior to August 31, 2023
- All Projects must meet requirements of the Americans with Disabilities Act(ADA) and the Architectural Barriers Act(ABA) if purpose is for public access unless an exception is granted by the Director, NDPRD

APPLICATION PROCESS

- Web submitted form (open for 30 days) beginning January 3, 2022, on the NDPRD website
- A park district must compete in either category A or B above
- Grantees will have access to the score sheet during application process
- Park districts can combine multiple projects on one application
- If a park district elects to submit multiple applications, they must provide NDPRD a prioritized list

PROJECT SELECTION

Applications will be scored by a committee comprised of representatives from the NDPRD, ND Recreation and Park Association, and the ND League of Cities using a 100-point score-sheet with points weighted by priority.

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 or scope changes. No project extensions will be considered. All amendments must receive approval from the NDPRD and decisions are final..

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 or do not qualify for a categorical exclusion will not receive funding.

REIMBURSEMENT

The project sponsor will not receive a cash grant at the time of project approval. Instead, NDPRD will pay 50% of the allowable expenses incurred for the project after the grantee provides proof of payment for their 50% portion of the invoice. Billing requests can may be made periodically during the project period.

Adequate documentation and records are essential and the grantee must provide 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. 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):

- NDPRD Reimbursement Request Form.
- Affidavit of publication, supplied by the newspaper when you advertise for bids.
- 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 for all other materials and services.
- Copies of invoices. Not monthly statements.
- W-9 of company requesting billing

Partial Billings: A partial billing along with supporting documentation may be submitted to NDPRD after portions of the work have been completed.

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.

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ELIGIBLE PROJECTS

Sports and playfields - available for repair, renovation, or upgrade of existing fields, courts and other outdoor spaces used in competitive and individual sports. This includes fields for baseball, softball, soccer and football, tennis courts, playgrounds and tot lots, golf courses, rifle/pistol ranges, trap/skeet fields, archery ranges, rodeo arenas, inline hockey rinks, skate parks, running tracks, and other similar facilities.

Picnic facilities - available for repair, renovation, or upgrade of tables, fireplaces, shelters, and other facilities related to family or group picnic sites.

Trails - available for the repair, renovation, upgrade or reroute of land or water-based trails primarily for outdoor recreation activities such as nature walks, hiking, bicycling, horseback riding, paddling, exercising, and off-road vehicles. The trails can connect parks with communities or other parks, be within parks, or serve as stand-alone recreation features. Trail projects can also include supporting features such as trailheads, overlooks, and turnouts.

Swimming facilities - available for repair, renovation, or upgrade of swimming beaches, outdoor pools, wave-making pools, wading pools, spray pools, lifeguard towers, bathhouses, and other similar facilities.

Boating facilities - available for the repair, renovation, or upgrade to facilities related to motor boating, sailing, canoeing, kayaking, sculling and other boating activities. These facilities include, but are not limited to, docks, berths, floating berths secured by buoys or similar services, launching ramps, breakwaters, mechanical launching devices, boat lifts, boat storage, sewage pump-out facilities, fuel depots, water and sewer hookups, restrooms, showers, electricity, and parking areas.

Fishing/hunting facilities - available for the repair, renovation, or upgrade of areas and facilities that will provide opportunities for public fishing and hunting. This includes facilities and activities such as fishing piers, access points, fish hatcheries, tree stands, blinds, initial clearing and planting of food and cover, stream improvements, and other habitat improvements.

Public target range facilities - available for the repair, renovation, or upgrade of outdoor target ranges such as archery, rifle, handgun, skeet, and trap facilities.

Winter sports facilities - available for the repair, renovation, or upgrade of facilities such as: ski trails, jumps, lifts, slopes, and permanent snowmaking equipment used in downhill skiing, cross country skiing, tobogganing, sledding, snowmobiling, and other winter sports. Outdoor ice skating and ice hockey rinks are also eligible.

Camping facilities - available for the repair, renovation, or upgrade of tables, fireplaces, restrooms, information stations, snack bars, utility outlets and other facilities needed for camping by tent, trailer, or camper. Cabins or group camps of simple basic design and accessible to the general public in an equitable manner are eligible.

Exhibit facilities - available for repair, renovation, or upgrade of existing outdoor exhibit or interpretive facilities that provide opportunities for the observation or interpretation of natural resources located on the recreation site or in its immediate surrounding areas. This includes small demonstration farms, arboretums, outdoor aquariums, outdoor nature exhibits, nature interpretive centers, and other similar facilities.

Community gardens - available for repair, renovation, or upgrade of existing for land preparation, perimeter fencing, storage bins and sheds, irrigation systems, benches, walkways, parking areas, and restrooms for a community garden. To be eligible, community gardening must be clearly identified in the SCORP as a needed outdoor recreation activity and must be accessible to the general public in an equitable manner

Support facilities - available for repair, renovation, or upgrade of existing support facilities needed by the public for outdoor recreation use of an area, such as roads, parking areas, utilities, sanitation systems, restroom buildings, simple cabins or trail hostels, warming huts, shelters, visitor information centers, kiosks, interpretive centers, bathhouses, permanent spectator seating, walkways, wayfinding/directional signage, pavilions, snack bar stands, and equipment rental spaces.

Operation and maintenance facilities - available for repair, renovation, or upgrade of existing facilities that support the operation and maintenance of the recreation resource on which they are located, such as maintenance buildings, storage areas, and administrative offices are eligible.

Erosion Control/Shoreline Stabilization - available for repair, renovation, or upgrade within recreation areas, facilities or infrastructure needed to help preserve an existing area or recreation improvements from being lost due to erosion.

Safety - available for repair, renovation, or upgrade of equipment/facilities that directly increase safety in parks. Facility related security improvements within, or along public parks and recreation areas can include infrastructure such as entrance kiosks, gates, fencing, communication utilities (phone lines, cell towers, etc.), fire suppression, and lighting.

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FEDERAL GUIDELINES

TITLE VI

Title VI of the Civil Rights Act of 1964 ensures that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, including sex, age, disability, low-income, or LEP discrimination, under any program or activity for which the Recipient receives Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

ENVIRONMENTAL AND HISTORICAL REQUIREMENTS AND PROJECT (unless CATEX)

Documentation of compliance with the National Environmental Policy Act (NEPA) and other Federal environmental laws, regulations, and Executive Orders must be completed by the project sponsor as part of an authorized project under the RTP. Project sponsors are required to submit the draft Solicitation of Views (SOVs) with their packet submission. Project sponsors, who have been selected for funding, must complete their clearances within 90 days of their grant award letter or their grant will not be funded.

THE DAVIS - BACON ACT, as amended (40 U.S.C. §§ 3141–3144, 3146, 3147; 42 U.S.C. § 3212), which requires minimum wages for mechanics and laborers employed on Federal Government public works projects to be based on the wages that the Secretary of Labor determines to be prevailing for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State in which the Project is to be performed, or in the District of Columbia if the Project is to be performed there.

PROCUREMENT

Projects or portions thereof may be undertaken through contracts in accordance with the procurement standards and guidelines set forth in Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 43 CFR Part 12, except the provisions concerning the Davis-Bacon Act. This includes the procurement of supplies, equipment, construction, and services. Grantees and subgrantees that include **political subdivisions and Tribal governments** will use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and standards. Refer to 43 CFR §12.76 Procurement.