

## **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. The minimum grant award is \$5,000 (\$10,000 total project)
  - Category B - \$3.5M grant for population centers 15,000 and higher. The minimum grant award is \$25,000 (\$50,000 total project)
- Project must commence by April 1, 2023
- Construction on the project must be completed by June 30, 2025.
- Grantees must certify their fiscal capacity to match their 50% match requirement
- 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**

- Application form submitted prior to March 15, 2022
- 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 for approval will be recommended to the Director of the North Dakota Parks and Recreation Department by an advisory committee comprised of representatives from the NDPRD, ND Recreation and Park Association, and the ND League of Cities using a 100-point scoresheet 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, historical, 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.

## REPORTING REQUIREMENTS

Grantees are required to submit quarterly "Financial and Progress Reports" to NDPRD in the format and/or using the forms and system required by the department. The reports shall include financial position, a narrative of project progress, and any concerns/challenges/obstacles encountered or anticipated.

## REIMBURSEMENT

Upon grant award and through May 15, 2023, NDPRD will make incremental progress payments to grantees as they incur costs and submit reimbursement requests. Prior to the initial/first reimbursement by NDPRD, the grantee must provide the following:

- Relevant engineering, architectural, or design documents associated with the project
- Bidding/procurement notice (if required by law), or a written narrative explanation regarding the purchasing/hiring process
- Contracts signed with vendors/contractors for work related to the project

**On or before May 15, 2023**, one of the following contingencies will occur:

- The 68<sup>th</sup> Legislature approves the continuation of Park District Facility Renovation Grant funding for the 2023-2025 biennium. This would mean that the funding would continue until June 30, 2025. If this occurs, then there will be no change to the reimbursement and reporting requirements for the park districts. All reimbursement requests would need to be submitted by Friday, May 30, 2025.
- The 68<sup>th</sup> Legislature does not approve the continuation of Park District Facility Renovation Grant funding for the 2023-2025 biennium. If this occurs, park districts will be required to submit their 2023 first quarter "Financial and Progress Report" along with a letter certifying remaining matching fund availability by Friday, April 14, 2023. Upon receipt and review of a grantees 2023 first quarter "Financial and Progress Report" and letter certifying remaining matching fund availability, NDPRD will schedule and conduct a physical inspection of the project/construction. Upon successful completion of the physical inspection, NDPRD will reimburse the balance of the grant funding. HOWEVER, QUARTERLY "FINANCE AND PROGRESS REPORTS" ARE REQUIRED UNTIL GRANT CLOSEOUT. IF AT GRANT CLOSEOUT, NDPRD FINDS THE GRANT SCOPE TO BE OUT OF COMPLIANCE WITH THE APPROVED SCOPE OF WORK AND GRANT AWARD AGREEMENT, THE GRANTEE MUST REPAY GRANT FUNDING. THIS REPAYMENT MUST OCCUR NO LATER THAN DECEMBER 31, 2025.

## **PROJECT CLOSEOUT**

Upon completion of the grant/project, the grantee must request grant closeout (prior to June 30, 2025), in a manner and using the forms and system required by NDPRD. Included in the closeout request, the grantee shall include the following:

- Invoices/bills related to the project
- Proof of payment for bills and invoices
- Contract amendments and change orders made with vendors/contractors

Upon receipt of the closeout request and required records, NDPRD will schedule and conduct a final physical inspection of the project. Upon a successful physical inspection, NDPRD will officially close the project and notify the grantee in writing the project is closed.

# PARK DISTRICT FACILITY RENOVATION GRANT

## 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 trail-heads, overlooks, and turnouts.

**Swimming facilities** - available for repair, renovation, or upgrade of swimming beaches, outdoor pools, wave-making pools, wading pools, spray pools, splash-pads, 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.

# PARK DISTRICT FACILITY RENOVATION GRANT

## 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.