



RECREATION ACQUISITION & DEVELOPMENT GRANT PROGRAM 2022 POST AWARD GUIDANCE DOCUMENT

Congratulations on your 2022 Recreation Grant Award! This Guidance Document was prepared to help you navigate the grant administration process and provide tips for success.

1. Grant Agreement and Exhibits:

- Exhibit A – Scope of Work:
 - Complete all items listed in the Scope of Work and within the grant Performance Period. Changes to the approved Scope of Work must be pre-approved in writing. Unauthorized changes or omissions may result in reduced grant awards.
- Exhibit B – Budget and Contract Schedule:
 - Agreements will be executed for up to a 3-year period; however, all work/construction/labor must be completed within 2.5 years. Final invoices and a Final Report must be submitted within 90 days following the end of the work/construction/labor period (Performance Period). The schedule is included in your grant agreement; however, the Grant Start Date/Performance Period Start Date is actually the date the state purchase order was approved as stated in the email authorizing the project to begin. All other dates including the Performance Period End Date, etc. are as listed in the grant agreement. No cost grant extensions may be granted upon request.

Grant Start Date	Day 1
Performance Period Start Date (Start of work/construction/labor)	Day 1
Status Reports - due biannually every 6 months	Months 6, 12, 18, 24
Performance Period End Date (End of work/construction/labor)	Month 30 (2.5 years)
Final Invoices & Final Report due	Month 33 (2.5 years +3 months)
Grant End Date	Month 36

- Exhibit C – Project Boundary Map:
 - The Project Boundary Map identifies the premises to be held in public recreational use in perpetuity.
- Exhibit D – Notice of Grant Agreement:
 - Prior to your final payment request, please record the Notice of Grant Agreement document in land evidence records and email a recorded copy (with Book/Page noted) to DEM.

2. **Grant Start Date:** Work subject to the grant is not authorized to begin until DEM forwards a fully executed grant agreement contract and issues an authorization to proceed date.
3. **Planning and Design Considerations:**
 - Avoid environmental impacts when possible. A RIDEM pre-application meeting is recommended for projects that may require state wetlands permits or other approvals, especially for projects that may involve more than one permit. Contact Ron Gagnon, RIDEM Office of Customer and Technical Assistance at ron.gagon@dem.ri.gov.
 - Recreational resources must be compliant with the Americans with Disabilities Act (ADA). Please coordinate directly with the Governor's Commission on Disabilities. Contact Denyse Wilhelm at denyse.wilhelm@gcd.ri.gov
 - The recreational resource must be open to the general public in perpetuity as grants are sourced from voter-approved state bond funds.
 - Fee Policy: If no fees are charged to city/town residents, then fees cannot be charged to other RI residents. If fees are charged to city/town residents, then fees to non-residents of that city/town cannot be more than twice the city/town resident fee.
4. **Permitting:**
 - Obtain all required local and state permits prior to commencement of the project.
 - Inform DEM of any issues that arise during the permitting process.
5. **Bidding and contract awards:** Since recreation grants are publicly funded, work related to the grant project must be competitively bid following state purchasing requirements (which usually coincide with municipal purchasing requirements). Documentation of competitive bidding is required with reimbursement requests (Reference reimbursement checklist).
6. **Start of Project Construction:**
 - Press events/groundbreakings: If you would like DEM Director Terry Gray to attend an event, please send a request to DEM well in advance to check availability.
 - Photos: Please take photos before, during and after project completion and submit them to DEM with the Final Report. Note: all photos submitted to DEM may be used for public outreach.
 - Signage: Provide suitable permanent public acknowledgment of financial assistance by DEM and state bond funds at the project site. DEM will provide a small GreenSpace outdoor sign for this purpose. Electronic versions of the GreenSpace sign are available if you prefer to incorporate it into a larger sign you are creating for the site. Please provide an image of the larger sign for review before it is posted.

7. Reporting requirements:

- Status Reports: Due every six months until project completion. Submit a status report on where you are in the project i.e., what has been completed to date in the Scope of Work, noting any issues or concerns, and whether the project is expected to be completed on time and within budget.
- Final Reports: Due within 90 days of the end of the Performance Period. Use the Final Report Template located at:
<http://www.dem.ri.gov/programs/planning/grants/index.php>

8. Reimbursement requests:

- Up to four payment requests are allowed including the final payment request.
- Track your expenses as you go.
- Payment Request Checklist:
 - See Form at <http://www.dem.ri.gov/programs/planning/grants/index.php>
 - For acquisitions - an acquisition checklist will be made available upon request.
- Compliance Certificate:
 - Submit a signed certificate for each reimbursement request.
 - See Form at <http://www.dem.ri.gov/programs/planning/grants/index.php>
- What is eligible for reimbursement?
 - Expenses for work within the grant agreement Performance Period.
 - Municipally paid expenses to acquire, develop and/or renovate outdoor recreational facilities specifically included in the grant contract Scope of Work.
- What is not eligible for reimbursement?
 - Expenses for work outside of the grant agreement Scope of Work and Performance Period.
 - Contingencies – un-itemized or non-identifiable expenses.
 - Expenses for items not identified in the Grant Application and/or Work Scope.
 - Expenses for food or beverages.
 - Payment to town employees – while salaries can be used for match, these funds cannot be used to pay for municipal time.
 - Other – If you are not sure, please ask in advance.
- Match Requirements: For development projects, the grantee must provide at least a 20% match of total eligible project expenses of which 100% can be in-kind (non-cash match such as volunteer labor and equipment).
 - What is eligible for match? (Request separate list for acquisition projects):
 - Generally, any municipal or non-municipal expense directly related to the project scope of work that will not be submitted for reimbursement.
 - Documenting eligible in-kind services:
 - For in-kind city/town staff services, provide signed/certified payroll documents with employee names, rates and hours worked on the project.
 - For in-kind city/town equipment, provide a detailed equipment list with hours used and rates. If using FEMA rates, see www.fema.gov/schedule-equipment-rates.

- For in-kind volunteers, send signed/certified copies of attendance sheets w/date and time (hours worked). Use the volunteer rate at www.independentsector.org/volunteer_time – currently \$ 29.95/hour (as of 8/1/22).
 - If donated time, materials, or equipment, include invoices stating donation and list the value.
 - What is not eligible for match?
 - If it is being reimbursed, then it is not eligible for match.
 - Other - If you are not sure, please ask in advance.
 - How is match calculated?
 - DEM calculates the required minimum match based on **total** eligible costs. Grant funds must equal no more than 80% of total eligible costs. Example: Grant of \$400,000:
 - $\$400,000/0.8 = \$500,000 - \$400,000$ [grant amount]
 - $= \$100,000$ [minimum required match] (or $\$500,000 \times 20\%$)
 - Submit documentation totaling \$500,000 or more
 - Typical pitfalls in submitting payment requests:
 - Copy of the front of the check was sent, but not the back of the check.
 - Statement sent instead of invoice.
 - No certified or signed payroll form to prove municipal in-kind services.
 - Invoices for work performed outside the grant Performance Period.
 - Work included that is not part of the grant agreement Scope of Work.
9. **Grant Agreement Amendments:** Please keep DEM informed of any issues that arise. If a grant amendment such as a scope or work change, or time extension, is needed, please use the following guidelines:
- All proposed amendments to the scope of work and agreement must be requested in writing by the grantee and approved in writing by the state prior to the commencement of the work.
 - If the scope of the project needs to be modified, or a time extension is necessary, submit an amendment request letter which includes justification for the amendment, budgetary changes, work completed and summarize the feasibility of the project being completed as proposed.
 - Remember that the Recreation Resources Review Committee (RRRC) scored projects based on what was proposed in the application. Any significant changes to the scope of work will require pre-approval from the RRRC. There are no guarantees that the requested changes will be approved. Unauthorized changes or omissions may result in reduced grant awards.
 - For grant extension requests, include a specific, realistic date to which the grant must be extended, as well as sufficient documentation to support the request including a description of the project milestones and anticipated schedule for achieving them.
 - Plan ahead. Submit your grant amendment request at least sixty (60) days in advance of the grant expiration date to allow time to extend both the grant agreement and purchase order. Do not let a grant agreement expire since **any work completed outside of the grant period cannot be reimbursed.**

- The state may withdraw project approval if there is no evidence of the project progressing within a reasonable timeframe.

10. Completed Projects:

- Maintain property and the recreational resource.
- Oversee that public outdoor recreation use continues in perpetuity.
- DEM treats state bond funds like National Park Service - Land and Water Conservation funds to ensure state investments are maintained in public outdoor recreation use in perpetuity. Unauthorized conversions of the premises (as shown on the boundary plan in Grant Agreement-Exhibit C) are prohibited. Examples of conversions:
 - Property interests conveyed for non-public or non-recreational uses.
 - Non-eligible recreation facilities are developed within the project area.
 - Recreation use of the site is terminated.

Questions?

If you have any questions please contact:

Lisa McGreavy, Outdoor Recreation and Trails Grant Manager
DEM Office of Planning and Development
Lisa.mcgreavy@dem.ri.gov 401.222.2776 Ext. 2777611

For more information about the DEM Recreation Acquisition and Development Grant Program, Statewide Comprehensive Outdoor Recreation Plan (SCORP), bond regulations and forms, see <http://www.dem.ri.gov/programs/planning/grants/index.php>