



RECREATION ACQUISITION & DEVELOPMENT PROGRAM 2020 GUIDANCE DOCUMENT

Congratulations on your 2020 Recreation Grant Award! This Guidance Document was prepared to help you navigate the grant administration process and provide tips for success. Below is a list of steps summarizing the grant administration process followed by more information based on frequently asked questions.

Summary - Steps in the Grant Administration Process:

- Review and execute grant agreement
- Record Notice of Grant Agreement (see Exhibit D) and submit it to DEM
- Finalize planning & design details
- Undergo bid advertising and award contracts
- Secure permits and approvals as needed
- Start construction
- Submit status reports to DEM (Every six months until project is complete)
- Secure all required inspections
- Complete construction (Within Performance Period of 2.5 years)
- Submit final payment request (Within 90 days of Performance Period end date)
- Submit Final Report (Within 90 days of Performance Period end date)
- Maintain property and ensure public outdoor recreation use continues in perpetuity

1. Review and Execute Grant Agreement and Exhibits:

- Exhibit A – Scope of Work:
 - Complete all items listed in the Scope of Work and within the grant Performance Period.
- 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) as outlined below:

Grant Start Date	Day 1
Performance Period Start Date (Start of work/construction/labor)	
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:
 - Confirm the accuracy of boundary information as the map identifies the premises to be held in public recreational use in perpetuity.
 - Exhibit D – Notice of Grant Agreement:
 - Record document in land evidence records & submit 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 issues a fully executed grant agreement to the grantee and receives an approved state purchase order. Grantees will be notified of the grant start date.
3. **Planning and Design:**
- Recreational resources must be ADA accessible. Please coordinate directly with the Governor’s Commission on Disabilities (www.gcd.ri.gov).
 - The recreational resource must be open to the general public as these grants are sourced from voter-approved state bond funds:
 - The site must be accessible and available to the general public.
 - Fees – If **no** fees are charged to city/town residents, then fees cannot be charged to all other RI residents. If fees **are** charged to city/town residents, then fees to all other RI residents cannot be more than twice the city/town resident fee.
4. **Bidding and contract awards:** Competitive bidding: publicly funded projects such as these must be bid following state purchasing requirements.
5. **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.
6. **Start of Project Construction:**
- Press events/groundbreakings: If the city/town would like the DEM Director to attend an event, please notify DEM well in advance. In all other cases, please provide at least one weeks’ notice of such events.
 - Photos: 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 (every January and July) until project is completed. Submit a 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.
- 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 such as:
 - Reasonable expenses related to engineering, design and permitting.
 - Construction costs.
 - Other – If you are not sure, please ask in advance.
- What is not eligible for reimbursement?
 - Expenses for work outside of the grant agreement 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 \$ 25.43/hour in RI (as of 7/23/19).

- 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:
$$\$400,000/0.8 = \$500,000 - \$400,000 \text{ [grant amount]}$$
$$= \$100,000 \text{ [minimum required match] (or } \$500,000 \times 20\%)$$

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:
- Any and all proposed amendments to the scope of work and agreement must be requested in writing by the city or town 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 approval from the RRRC. There are no guarantees that the requested changes will be approved.
 - 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 in order 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.
- 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:

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