



Little Blue Natural Resources District

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URBAN PARK & RECREATIONAL TRAILS Assistance Program

The District will provide technical and financial assistance to governmental agencies in their efforts to establish, develop and improve public parks, recreation areas and trails. Priority is given to projects that develop outdoor recreation, camping and picnicking facilities.

ELIGIBLE PROJECTS COMPONENTS:

- Development of a recreational area plan including engineering if necessary.
- Picnic shelters and restrooms, and associated water and electrical facilities.
- Camper hook-ups and pads, camper dump stations.
- Grills, fire rings and picnic tables if included as a component of the overall recreation area plan.
- Playground Equipment.
- Recreation Trails
- Grading, seeding and landscaping.
- **Non-Eligible Projects:** Ball fields, tennis courts, swimming pools and racetracks.

FUNDS AVAILABLE:

The LBNRD cost-share limitations: The District's cost-share rate shall be \$10.00 per capita population not to exceed 50% of the total cost of the project, however, the District's contribution shall be not less than \$500 nor more than the maximum of \$50,000. The LBNRD Board has the authority to modify the dollar contributions based on the community's best interest and benefits provided. The Applicant shall be limited to applying for funds once every five years. All applications submitted by the deadline will be evaluated and ranked by the committee based on their merits and enhancement of overall District goals. Total funds available for distribution will be limited to annual District budgetary allocations for this program.

CRITERIA for ELIGIBLE PROJECTS:

- 1) Each project must be sponsored by a city, village or county with the statutory authority and capability to develop, manage and oversee public recreation areas. An organized group within the area may sponsor the project but must have the written endorsement of the city, village or county and must identify the party responsible for maintenance.
- 2) The recreation areas, parks or trails, must be part of a comprehensive plan for the municipality or county. A copy of the plan should be included with the application.
- 3) Projects must conform with all local, state and federal laws, guidelines and codes.
- 4) Application deadline is **May 1st** of each year. Funding will be provided in the subsequent NRD fiscal year. (July 1 – June 30)
- 5) NRD approval of the application is not contingent upon state or federal assistance. However, the applicant is encouraged to make use of state and/or federal funds whenever possible.
- 6) The project shall be open to the general public at all times.

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Board Approved August 2017

APPLICANT RESPONSIBILITIES:

- 1) Sponsor of the project shall submit an application on forms supplied by the District.
- 2) A Preliminary plan must be submitted with the application, and include as a minimum:
 - a) Specific facility and area design plan.
 - b) Location map.
 - c) Detailed component cost estimate.
 - d) Implementation schedule.
 - e) Population affected.
- 3) The parties will enter into an Inter-local Agreement which spells out the responsibilities of all participating entities.
- 4) The Applicant shall obtain all necessary permits and easements.
- 5) The Applicant shall be responsible for administering all notices, bids, contracts and pay requests.
- 6) The applicant must control all erosion on the site during construction and until permanent vegetation is firmly established.
- 7) The Applicant shall properly maintain the project or area for a minimum of 25 years or shall be subject to reimbursement to the District for cost-share monies allotted to project.
- 8) The Applicant shall be responsible for all damages or claims due to construction, or operation and maintenance of the project, and assumes any and all costs for insurance, and liability for any action, suit, damage, loss, claim or judgement arising from the future uses of such facilities and works.

DISTRICT RESPONSIBILITIES:

- 1) Administration of the Urban Park and Recreation Trails Assistance Program.
- 2) Provide technical assistance as needed.
- 3) Staff shall review plans, determine eligibility and recommend project prioritization to the Projects and Planning Committee of the LBNRD for consideration.
- 4) Provide reimbursement to the Applicant when the project is completed and when:
 - a) All copies of final bills are received.
 - b) A certificate of completion is received.

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Application Form

Name of Applicant: _____

Address: _____

Contact Person: _____ **Phone:** _____

Contact Email: _____

Project Name: _____

TYPE OF PROJECT:

_____ **Camper Pads & Hookups**

_____ **Picnic Tables**

_____ **Grading, Seeding, Mulching**

_____ **Playground Equipment**

_____ **Park Restroom**

_____ **Recreation Area Plan**

_____ **Picnic Grills or Fire Rings**

_____ **Recreation Trails**

_____ **Picnic Shelter**

_____ **Other** _____

ESTIMATED SCHEDULE OF PROJECT DEVELOPMENT:

ESTIMATED PROJECT COSTS

Total Costs: \$ _____

Funds Provided by Other Sponsors: \$ _____

Amount Requested from LBNRD: \$ _____

ACKNOWLEDGMENT: I hereby attest that the above project is needed and will provide general benefits to the public. I also certify that the data contained herein is true and correct to the best of my knowledge and that the filing of this Project Request has been authorized by the Governing Board of the applicant.

Name & Title: _____ **Date:** _____

Authorized Signature: _____