

# Park District of Ottawa County

March 16<sup>th</sup>, 2022

## Board of Park Commissioners

Gary Kohli  
Mike Shadoan  
Angela LeForce  
Jack Madison  
Judy Indorf

## Executive Director

Jannah Wilson

## Contact

3979 Knoll Crest Dr.  
Port Clinton, OH 43452

## Phone

(419) 707-4051

## Email

[jwilson@ottawacountyparksoh.org](mailto:jwilson@ottawacountyparksoh.org)

## Web

[www.ottawacountyparksoh.org](http://www.ottawacountyparksoh.org)



To: Potential Parks and Trails Improvement Grant Applicants

It is with great pleasure that I announce our first round of the Park District of Ottawa County Parks and Trails Improvement Grant Program. The Board of Park Commissioners has authorized the distribution of up to \$200,000 for 2022 program awards. The Park District hopes this program will be established into an annual opportunity.

Applications must be submitted no later than **May 25<sup>th</sup> at 4:30pm**. Please include documentation that clearly supports the estimated cost of proposed projects. Applications must be e-mailed to [jwilson@ottawacountyparksoh.org](mailto:jwilson@ottawacountyparksoh.org) or dropped off at park headquarters (call or text (419) 707-4051 to schedule drop-off time). A grant panel will review the applications and make award recommendations to the park board. In reviewing the applications, the panel will consider priority projects, conformance with application requirements, safety issues, cost/benefit ratio, maintenance, and population served. Grants must be for future purchases.

These are REIMBURSEMENT grants. Funding will be distributed AFTER the project is completed and proper documentation is submitted.

Failure to complete projects in a timely manner, failure to submit the required final report and failure to permanently display grant acknowledgment signs are all reasons to deny future funding requests.

The Board of Park Commissioners recognize the importance of forming partnerships to provide maximum outdoor recreation access and safety to all Ottawa County residents. We look forward to working with you to achieve increased and improved outdoor recreation opportunities for all.

Should you have any questions, or if we can be of any assistance in the planning or implementation of your project, please feel free to call Executive Director, Jannah Wilson at 419-707-4051 or email [jwilson@ottawacountyparksoh.org](mailto:jwilson@ottawacountyparksoh.org). Zoom or in-person meetings to review grant procedures may be scheduled upon request.

Sincerely,

Jannah Wilson  
Executive Director



## Park District of Ottawa County

### Parks and Trails Improvement Grant Program

#### “Connecting People to Parks and Places”

#### **Park District of Ottawa County Mission Statement:**

The mission of the Park District of Ottawa County is to connect, enhance and protect the natural, scenic, environmental and cultural resources of Ottawa County for the enjoyment of residents and visitors.

#### **General Grant Information and Program Requirements**

Funding for this Parks and Trails Improvement Grant Program has been provided by the Park District of Ottawa County Board of Park Commissioners as a component of the Park District’s property tax levy. It was the consensus of the Board that a program of assistance to Ottawa County political subdivisions would increase benefits from tax dollars and provide greater access to outdoor recreation opportunities in Ottawa County.

#### Applicant Eligibility

Ottawa County political subdivisions of the State of Ohio (cities, villages, townships, county), Ottawa County public schools, and Ottawa County public libraries are eligible to apply for funding, provided the agency is partnering with a responsible agency or responsible for public outdoor recreation facilities, green spaces, and/or trails and is located all or part in Ottawa County. All projects must provide open public access. The Board, Council or other legislative body must pass a general resolution or ordinance indicating agreement for participation in the program and compliance with the terms of the program. An eligibility questionnaire must be completed and submitted every year by each subdivision/organization applying for grant funding.

#### Project Eligibility

The area for which grant funding is intended must be owned by or under long term lease to the entity applying for the grant. Grant awards are to be used for permanent improvements to public outdoor recreation spaces/facilities/trails or equipment to maintain spaces/facilities/trails. Grant funds are **NOT** to be utilized for staffing, operational, or administrative costs.

The goal of this grant program is to enhance public outdoor recreation opportunities within Ottawa County. The awards will be made on the basis of conformance with program requirements, safety issues, cost/benefit ratio, maintenance and operational history.

Grant applications will be reviewed by a grant panel made up of Park and Recreation professionals. This Grant Panel will make a funding recommendation to the PDOC Board of Park Commissioners, who will make a final determination on grant funding allocations. Decisions of the Board of Park Commissioners with regard to project approval may not be appealed.

#### Funding Information

Program funding is determined by the Park Board on an annual basis. The Board of Park Commissioners has authorized the distribution of up to \$200,000 for 2022 program awards.

Accruable funding options available (up to 3 years) by submission of grant application, additional written request describing need, and board approval.

A commitment to project cost sharing is not required but encouraged.

These are REIMBURSEMENT grants. Funding will be distributed AFTER the project is completed and proper documentation is submitted.

### Compliance with Federal, State and Local Laws

Federal, state and local laws pertaining to non-discrimination, Ohio and federal minimum wage legislation, prevailing wage thresholds, bidding requirements, building codes, zoning, health regulations, conflict of interest rules and related regulations must be met at all times. Compliance with these requirements, as applicable, remain the responsibility of the recipient of the grant funds.

### Additional Requirements

Upon receiving grant award letter, recipients will be required to submit completed grant contract (grant contract form will be attached to grant award letter). Grant contracts will be signed by the Park District of Ottawa County Executive Director and a signed copy will be scanned and e-mailed back to recipient.

Recipients must maintain a sign posted near or at the grant improvement(s), which identifies the area as having benefited from the Park District of Ottawa County Parks and Trails Improvement Grant Program. Signage will be provided by the Park District. Projects which have received grant funding must be open and accessible to the general public. Fees charged (if any) for use of improved facilities may not substantially penalize non-residents.

Projects and final report submitted must be completed within 12 months from the award date. Upon completion of a project, the project sponsor must file a final project report with the Park District to get **reimbursed** for the project. This report shall include all costs associated with the project and have associated paid invoices and copies of cancelled checks (front and back) attached. Within the final project report, entities are required to attach at least three photos and one 200-word article describing and showcasing completed project. The Park District of Ottawa County will have rights to use this report to publicize the use of our levy money in our publications, on social media and as desired.

**Failure to complete projects in a timely manner, failure to submit the required final report and failure to permanently display grant acknowledgment signs are all reasons to deny future funding requests. Reimbursement will be made for actual funds used only and not exceeding the awarded amount.**

Any questions regarding the Parks and Trails Improvement Grant Program should be directed to PDOC Executive Director Jannah Wilson at 419-707-4051, or by e-mail at [jwilson@ottawacountyparksoh.org](mailto:jwilson@ottawacountyparksoh.org).

# **2022 PDOC Parks and Trails Grant Timeline (Updated 3/16/2022)**

**March 1<sup>st</sup>, 2022 – Board Review and Discuss 2022 Grant Program**

**March 15<sup>th</sup>, 2022 – Board Approve 2022 Grant Program**

**May 25<sup>th</sup>, 2022 – Application Deadline, 4:30pm**

**June 9<sup>th</sup>-13<sup>th</sup>, 2022 – Grant Application Judging**

**June 17<sup>th</sup>, 2022 – Board Approve Grant Awards**

**June 31<sup>st</sup>, 2022 – Grant Award Letters e-mailed out**

**July 1<sup>st</sup>, 2023 – All grants must be completed and final report turned in. Reimbursement checks will be presented after receiving final report.**

**Park District of Ottawa County  
Parks and Trails Improvement Grant Program  
Application Checklist**

**2022 IMPORTANT DATES:**

**GRANTS DUE MAY 25<sup>TH</sup> AT 4:30PM**

**GRANTS AWARDED JUNE 30<sup>TH</sup>, 2022**

**ALL GRANTS MUST BE COMPLETED AND FINAL REPORT TURNED IN BY 4:30PM ON JULY 1<sup>ST</sup>, 2023**

This checklist has been developed to assist you in the completion of your application. This form does not need to be attached to your application.

**\*REQUIRED FORMS IN APPLICATION PACKET**

\_\_\_\_\_ Project Application; include statement of whether request is for a cost-sharing grant. If cost-sharing, both total cost of project and grant amount requested must be included.

\_\_\_\_\_ Applicant Eligibility Form (Annually)

\_\_\_\_\_ Resolution of Participation (**Required annually**)

\_\_\_\_\_ Proof of Project site area ownership, lease or management agreement

\_\_\_\_\_ Project Cost Justification: (i.e.: contractor price quote, supplier price quote, copy of equipment supply catalog)

**AFTER PROJECT COMPLETION: (Project MUST be completed within 12 months from award date)**

\_\_\_\_\_ All previously funded projects have been completed.

\_\_\_\_\_ Final reports (including article and photos) have been filed for all funded projects (Final reports must include required paid invoices and cancelled check documents) on or before July 1<sup>st</sup>, 2023 in order to receive the payment. Otherwise grant award will be forfeited.

\_\_\_\_\_ Required grant program signage has been placed and maintained. Sites will be audited at the end of the year to insure signs have been placed. Signs will be provided by the Park District of Ottawa County and will be available for pick-up from park headquarters.

**Park District of Ottawa County  
Parks and Trails Improvement Grant Program**

**PROJECT APPLICATION 2022**

The deadline for returning completed application forms is **May 25<sup>th</sup>, 2022**. Applications received after this deadline will not be considered for grant awards. E-mail applications to [jwilson@ottawacountyparks.org](mailto:jwilson@ottawacountyparks.org). For more information, contact Jannah Wilson at (419) 707-4051.

Political Subdivision \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

Name and Location of Park or Facility \_\_\_\_\_

Brief Description of Project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cost Analysis of Project:**

**Item Description**

**Cost Estimate**

Labor \$ \_\_\_\_\_

Materials/Equipment \$ \_\_\_\_\_

Contracted Services \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

PROJECT TOTAL \$ \_\_\_\_\_

**Grant Amount Requested:**

\$ \_\_\_\_\_

**\*How would you proceed with the project if you receive partial funding?**

\_\_\_\_\_

Please **attach proof of ownership of project site area**, or, if your agency does not own the project area, please **attach a copy** of the lease or other management documents pertaining to this site and its related development(s). Please **attach cost justification documentation** i.e.: contactors quote, supplier quote, copy of catalog page with cost.

**Park District of Ottawa County**  
**2022 Parks and Trails Improvement Grant Program**  
**RESOLUTION # \_\_\_\_\_**

\_\_\_\_\_  
(Applicant)

**RE: Resolution Agreeing to Cooperate for the Purpose of Providing Outdoor Recreation Improvements**

**WHEREAS,**

\_\_\_\_\_  
(Governing Body of the Applicant)

desires to utilize funding available through the 2022 Park District of Ottawa County Parks and Trails Improvement Grant Program

**NOW, THEREFORE BE IT RESOLVED,** that

1. \_\_\_\_\_  
(Governing Body of Applicant)

agrees to cooperate for the purposes of increasing and improving outdoor recreation opportunities under the terms and conditions of the “2022 Parks and Trails Improvement Grant Program” administered by the Park District of Ottawa County Board of Park Commissioners.

2. \_\_\_\_\_, \_\_\_\_\_ is hereby authorized to apply  
(Name) (Title)

to the Park District of Ottawa County Board of Park Commissioners for funding assistance from the “2022 Parks and Trails Improvement Grant Program”.

3. this resolution was presented and acted upon at an open/public meeting of

\_\_\_\_\_  
(Governing Body of Applicant)

held on \_\_\_\_\_ in accordance with Ohio Open Meeting Laws.  
(Date)

**GOVERNING BODY OF APPLICANT AGENCY**

\_\_\_\_\_  
Chairman, Mayor, President, etc.

\_\_\_\_\_  
Other Official

\_\_\_\_\_  
Other Official

**Park District of Ottawa County  
Parks and Trails Improvement Grant Program  
Applicant Eligibility Form**

This application will be used to determine if the applicant organization is eligible to receive funding according to the laws of the State of Ohio and the Park District grant program guidelines. An updated Applicant Eligibility Information form should be completed and submitted with each application packet.

Agency/Political Subdivision \_\_\_\_\_

Governing Body \_\_\_\_\_  
(Council, Mayor, Board of Trustees, Commissioners, etc.)

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_ E-mail \_\_\_\_\_

**Park and Recreation Information: (Please use back of page if additional space is needed)**

How are capital projects currently funded? \_\_\_\_\_

Total budget for (current budget year) \$ \_\_\_\_\_

How are your maintenance and programming currently being accomplished and funded?  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a list of your facilities/recreational areas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Park District of Ottawa County  
Parks and Trails Improvement Grant Program  
Grant Recipient – Final Report**

In accordance with a request from the State of Ohio Auditor’s Office, please complete this form and return it to the Park District Office at the conclusion of your project. **This form MUST BE COMPLETED AND SUBMITTED by July 1<sup>st</sup>, 2023.**

Agency \_\_\_\_\_

Governing Body \_\_\_\_\_  
(City Council, Mayor, Trustees, etc.)

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

\*\*\*\*\* (Official address of the Governing body where the check will be sent.)

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Project Title \_\_\_\_\_

Starting Date \_\_\_\_\_ Completion Date \_\_\_\_\_

**Project Costs: (All costs must be supported as paid with documentation. Cost-sharing grants must include documentation of payment from other participating source.)**

Labor \_\_\_\_\_

Materials/Equipment \_\_\_\_\_

Contract Services \_\_\_\_\_

Other \_\_\_\_\_

Total Project Expenses \_\_\_\_\_

Grant Amount Awarded \_\_\_\_\_

Balance Due \_\_\_\_\_

**Attach copies of all documentation, paid invoices and corresponding canceled checks (front and back) to:**

Attn: Executive Director, Jannah Wilson  
Park District of Ottawa County  
3979 E Knoll Crest Dr.  
Port Clinton, OH 43452  
or e-mail:

[jwilson@ottawacountyparksoh.org](mailto:jwilson@ottawacountyparksoh.org)

Please submit 200-word article (word doc format) and 3 digital photos of the project to Jannah Wilson  
[jwilson@ottawacountyparksoh.org](mailto:jwilson@ottawacountyparksoh.org)

