

APPENDIX H

Guidelines for Parkland Grant Funds

Please follow these guidelines when beginning, and while working on, your project:

1. The parkland grant funds you received were based on the plan submitted with your grant application. Prior to beginning work on the project, you must submit a work plan to the Parks Division.
2. Your work plan must include a site plan, project time line, phases of construction, documentation of permits, any stopping points and all relevant plans and specifications. These must be submitted to the Parks Division for approval prior to beginning work on the project. The plan can be mailed to the City of Bozeman, Parks Division, P.O. Box 1230, Bozeman, MT 59771. If you want to hand deliver your plan, please take it to the City Shop Complex at 814 North Bozeman Avenue, Bozeman, MT 59715.
3. All required matching funds must be accounted for prior to beginning construction. A list of any cash and/or in-kind donations shall be sent to the Parks Division with your work plan. If your organization has an active License for Use agreement with the City, all use payments must be current and proof of insurance for the current year must be on file with the City.
4. One person will be selected by your group to act as the point of contact for the Parks Division in organizing the work to be done. The name, address, and telephone contact information for that person must be included in your work plan.
5. The actual contracting of work will be done by your group. The Parks Division will coordinate and oversee the project. Anyone performing work on the project will be required to coordinate with the Parks Division prior to starting work.
6. Your group is responsible for complete reclamation of any and all areas affected by your project's construction, including, but not limited to: grounds, fences, buildings, irrigation systems, etc. All work must be done according to the standards developed by the Parks Division including but not limited to: trail construction, irrigation systems, playground equipment, soil preparation and conditioning, and seeding.
7. Your group is responsible for obtaining any required building, plumbing and electrical permits from the Building Division, 582-2375, as well as calling for locate in the area you will be working in (1-800-424-5555). It's the law. You may call the Parks Division for park addresses, if needed.
8. Any tree planting must be coordinated with the Parks and Forestry Divisions, and a no-cost tree planting permit must be obtained from the Forestry Division prior to planting trees on public land.
9. All contractors receiving payment from the City, for work performed, must have a current City of Bozeman business license and a tax identification number. This information must be submitted to the Parks Division as soon as you select your contractor(s) and on file with the Finance Department before any payment will be made.
10. When you receive and approve an invoice for payment, the documentation from contractors will be submitted to the Parks Division for payment directly to the contractor. Prior to payment, all work will be inspected by the Parks Division to verify that the work has been completed properly. Payments for materials will be made provided the materials are stored at a secure site. It is the

responsibility of each group to monitor their own budget. Please take care not to go over budget, as the unfunded balance will be the responsibility of the grant recipient.

11. Please do not make promises about payment dates without first checking with Accounts Payable at City Hall, 582-2334.
12. It will be the responsibility of each group to address problems with contractors and/or any other problems connected with the project. The Parks Division will help in anyway it can.
13. Progress reports will be submitted to the Parks Division, at least every 6 months, once the award of funds is announced.
14. In the event that a project is postponed, or there is no progress being made for a period of 12 months, the grant recipient may apply to the Recreation and Parks Advisory Board for an extension on the grant money. It will be the decision of the Board whether the grant remains intact, is modified or revoked.

If you have any questions, or need assistance at any time, please call the Parks Division, at 582-3200. Thank you for your efforts and your involvement in our City Parks. These improvements will benefit our entire community.