



548 Lancaster Pike, Circleville, OH 43113 | 740.420.5451 | PickawayCountyParks.org

March 15th 2022

Village Administrator
200 Station Street East
Ashville, OH, 43103

RE: Park & Trail Improvement Grant - 202202

Dear Franklin Christman,

Enclosed in this letter you will find your copy of the signed 2022 Grant Agreement for your project. You may now incur any grant project expenses as the agreement is fully executed by both parties.

To assist us with documenting all the park and trail improvements in the county, the Park District is requiring that all grant recipients complete a Final Report before their reimbursement invoice will be processed. Please make note of the requirements listed in the Final Report and turn in all required paperwork in your request for reimbursement at the completion of your project. You will find instructions for this Final Report and a Checklist enclosed in this letter.

Once again, congratulations on your award, and thank you for partnering with us to improve parks and trails in Pickaway County.

If you have any questions, please don't hesitate to contact me.

Sincerely,

Arista Hartzler, Deputy Director
Pickaway County Park District
740-420-5451
ahartzler@pickawaycountyohio.gov

**PARK & TRAIL IMPROVEMENT GRANT
LOCAL PROJECT AGREEMENT
PICKAWAY COUNTY PARK DISTRICT
2022**

The Pickaway County Park District (hereinafter referred to as the Grantee), and the Ashville, (hereinafter referred to as the Project Sponsor), agree to provide a Park and Trail Improvement project as follows:

Purchase of Roof Repair Supplies - PTIG- 202202

A. The Project Sponsor agrees to purchase Supplies to Complete the Roof Repair at Ashville Park

The Project Sponsor signatory to this LOCAL PROJECT AGREEMENT agrees to complete this project on or before November 1, 2022.

The Grantee may, at any time after the execution of this Agreement, upon 30 days written notification, terminate any portion or all of the work or services. In the event of such termination, the Project Sponsor shall be paid a pro rata amount for services rendered up to the time of termination.

The project period shall begin with the date of approval of the project agreement and terminate at the end of the stated or amended project period unless the project is completed or terminated sooner in which the project shall end on the date of completion or termination.

The Project Sponsor shall perform in compliance with the terms, promises, conditions, plans, specifications, estimates, procedures, maps and assurances set forth in the Project Proposal, included by reference as if fully set out herein, and the General Provisions attached hereto and hereby made a part thereof; (1) Promptly submit to the Grantee, such reports and documents as requested; (2) operate, maintain, and keep for public recreation the property or facilities acquired, developed or maintained pursuant to this agreement; (3) Complete all components of the Final Report including, display a suitable sign acknowledging the assistance of the Grantee and the Park & Trail Improvement Grant, photos of the completed project, schedule a meeting for a check presentation with the District and publish project on social media, in newsletter on website and/or some other location/source.

- B. The Grantee hereby agrees to (1) obligate the Project Sponsor funding assistance **not to exceed \$5000.00** from its 2021 fiscal allocations; (2) upon receipt of a proper invoice from the Project Sponsor for costs approved as a part of this agreement, reimburse the Project Sponsor within 60 days from the receipt of the invoice.**
- C. If the project requires plans and specifications, assure all construction plans and specifications have been approved and stamped by a registered professional engineer and/or architect and assure completion of the work in accordance with the approved construction plans and specifications.**

Assure compliance with all applicable Federal, State, and local laws and regulations pertaining to competitive bidding for construction contracts and procurement of equipment and materials.

Upon acceptance of funds through this agreement for **Ashville Park**, the **Project Sponsor** agrees to comply with the responsibilities outlined below.

1. Property acquired or developed in association with this agreement will be retained and used for public recreation purposes. The property and/or facilities will be kept open for the general public's use during reasonable hours and during appropriate seasons of the year, according to the type of use occurring on the site.
2. The property will be operated and maintained to be safe, attractive, and inviting to the public.
3. User fees charged for facilities acquired or developed with funds from this agreement will be reasonable for all users and will not create unfair competition with private enterprises offering similar services.
4. A sign acknowledging the Grantee's assistance will be prominently displayed at the site or facility acquired or developed as a part of this agreement and all components of the Final Report will be completed.
5. The Project Sponsor agrees to comply with all applicable federal, state, and local laws in conduct of the work hereunder. Project Sponsor and its employees are not employees of the Grantee.
6. The parties agree that the Project Sponsor shall be solely responsible for any and all claims, demands, or causes of action arising from the Project Sponsor's obligations under this agreement.

In witness whereof, the parties hereto have executed this agreement as of the date entered below:

Pickaway County Park District, Grantee

Sign: 

Print: Thomas L. Davis

Director
Pickaway County Park District

Date: 3/15/22

Ashville, Project Sponsor

Sign: 

Print: Franklin Christman

Title: Village Administrator

Date: 2/25/2022

Final Report

To assist us with documenting all the park and trail improvements in the county, the Park District is asking that all grant recipients complete a final report before they receive reimbursement. **All parts of this report must be received before your reimbursement will be processed. This final Report will include the following items:**

- **Photos of completed grant project (preferably a before and after photo)**
- **Schedule Meeting with Park Staff after completing project to receive Grant Sign**
- **Photos of posted Pickaway Park and Trail Grant Sign (signage may not apply to all applicants)**
- **Completed invoice with all receipts from project (see attached)**
- **Documentation of Published Project on social media, in local newsletter, on website and/or some other location/source**

Once you have completed your project, please contact Arista Hartzler to schedule a meeting with Park District Staff to meet you out at your project site to take a group photo and receive the grant sign (may not apply to all applicants) that will need to be posted by your project site. Your invoice will not be paid until all other final report requirements are met.

Please provide all photos to the Park District in a digital copy so that we can best document and share your project. You may email photos to ahartzler@pickawaycountyohio.gov, or bring them to the office on a flash drive.

We ask that you use the attached sample invoice as a template for your final invoice so that your reimbursement can be processed easily and efficiently. You can find a fillable invoice on our website at www.pickawaycountyparks.org in the Programs and activities Tab under Grant Program. Please be sure to have your fiscal officer sign the invoice and attach all receipts to the invoice before you turn in the final report. We also want to note that tax will not be paid by the county and should be removed from your receipts and total amount. Please also note that the total on your invoice should match the amount of the Grant you received (which can be found in your Grant agreement) and not the actual amount you spend. Please note that you are also required to document your 10% local. You will need to fill in the match column on the attached invoice to reflect your local match.

Every grant recipient will need to share their completed grant project with the community in some capacity to complete this report. This could be by posting on social media (Facebook, Twitter, Instagram, etc.), on your entity's website, through your local newspaper, in a local newsletter or even by posting flyers in a public space (like your community billboard). We ask that you include that you received the funds through the Park Districts 2022 Park and Trail Grant Program on your post, article or flyer. We then request that you share a copy of what you have publicized by tagging the Park District (if in a social media post) and by supplying the District with a physical copy attached to your report.

Please send ALL COMPONENTS of your Final Report to the office at 548 Lancaster Pike, Circleville, OH 43113 or through email to ahartzler@pickawaycountyohio.gov before the November 1st deadline to receive reimbursement. Your meeting with the District for a photo **must occur before reimbursement. You may also leave items in our drop box outside the office door. Please contact Arista Hartzler at 740-420-5451 with any questions or concerns.**

2022 Grant Checklist for Reimbursement

You must have all parts of this checklist completed to receive reimbursement

- Installed all grant project components by **November 1st 2022**
- Take photos of before and after completed grant project
- Meet with Park District Staff to receive sign (signage may not apply to all applicants) and to take group photos of completed grant project
- Post Pickaway Park and Trail Grant sign, take a photo and send this photo to the District. (signage may not apply to all applicants)
- Completed attached invoice with all needed information, **including signature from fiscal officer.**
- Attached **all** receipts from grant project
- Published Project on social media, in local newsletter, on website and/or some other location/source.
- provided copy of published media to the Park District
- Mailed/Emailed **Invoice, Documentation of publishing** and **Photos** to arrive by **November 1st 2022**. (either to 548 Lancaster Pike, Circleville, OH 43113 or to ahartzler@pickawaycountyohio.gov)