

**RESOLUTION NO. 29-2024**

Introduced by Matt Grieves

**A RESOLUTION RATIFYING SUBMISSION OF A GRANT APPLICATION TO ERIE METROPARKS – LOCAL PARK CAPITAL IMPROVEMENT GRANT PROGRAM RELATING TO REPLACEMENT OF THE TENT THAT COVERS THE STAGE AT THE HURON BOAT BASIN IN AN AMOUNT NOT TO EXCEED TEN THOUSAND AND XX/100 DOLLARS (\$10,000.00); AND FURTHER AUTHORIZING THE CITY MANAGER TO ACCEPT SAID GRANT AWARD IN AN AMOUNT NOT TO EXCEED TEN THOUSAND AND XX/100 DOLLARS (\$10,000.00), SHOULD THE APPLICATION BE SUCCESSFUL.**

**WHEREAS**, the City of Huron desires to seek grant funding from the Erie Metroparks – Local Park Capital Improvement Grant Program seeking funding toward replacement of the tent that covers the stage at the Huron Boat Basin (the “Project”);

**WHEREAS**, the City meets basic eligibility requirements for funding, as the Project meets the guidelines of the program;

**WHEREAS**, City Council must also pass a Resolution of Cooperation (Resolution No. 29-2024) relating to participating in the Erie Metroparks - Local Park Capital Improvement Grant Program;

**WHEREAS**, the City of Huron has the authority to apply for financial assistance and to administer the amounts received from the Erie Metroparks; and

**WHEREAS**, the City of Huron must direct and authorize the City Manager, Matthew Lasko, to act as the Authorized Representative for the application and Project, if awarded.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HURON AS FOLLOWS:**

**SECTION 1.** That the Council of the City of Huron hereby ratifies submission of a grant application to the Erie Metroparks – 2024 Local Park Capital Improvement Grant Program to become eligible for potential funding assistance relating to replacement of the tent covering the stage at the Huron Boat Basin in an amount not to exceed Ten Thousand and xx/100 Dollars (\$10,000.00).

**SECTION 2.** If grant funds are awarded, the City Manager is further authorized and directed to execute an agreement for and on behalf of the City of Huron, Ohio with the Erie Metroparks for a Local Parks Capital Improvement Grant in the amount not to exceed Ten Thousand and xx/100 Dollars (\$10,000.00), and which agreement shall be in substantially in the form attached hereto as Exhibit “A.”

**SECTION 3.** That this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of the Council and that all deliberations of this Council and of its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including O.R.C. §121.22.

**SECTION 4.** That this Resolution shall go into effect and be in full force and effect immediately upon its passage.

ATTEST:

  
Council Clerk

  
Monty Tapp, Mayor

ADOPTED:

26 MAR 2024

# ERIE METROPARKS

## BOARD OF PARK COMMISSIONERS

Don Miears  
Troy Wisehart  
Margaret Murray

## EXECUTIVE DIRECTOR

Melissa Price  
mprice@eriemetroparks.org

## CONTACT

**Address:**  
3910 Perkins Ave.  
Huron, Ohio 44839

**Phone:**  
(419) 625-7783

**Email:**  
behere@eriemetroparks.org

**Web:**  
eriemetroparks.org

February 16, 2024

To: Potential Local Park Capital Improvement Grant Applicants

It is with great pleasure that I announce another round of Erie MetroParks Local Park Capital Improvement Grant Program. The Board of Park Commissioners has authorized the distribution of up to \$40,000 for 2024 program awards.

**Attention Applicants: We will not be meeting beforehand, as most of you already know how to fill out. If you have any questions at all- please feel free to contact me at [sdaniel@eriemetroparks.org](mailto:sdaniel@eriemetroparks.org) or 419-625-7783 ext.232 with any questions or concerns. The application packet will be emailed to you. Please reach out to us if you, or someone at your organization does not receive an email by February 23rd.**

After February 20, 2024, application forms will be available via email request at: [sdaniel@eriemetroparks.org](mailto:sdaniel@eriemetroparks.org) or you may pick them up at The Frost Center office, please call or email ahead of time if picking up applications.

Applications must be submitted to the Park District office no later than **Friday, April 19, 2024, at NOON, 12:00 pm**. Please include documentation that clearly supports the estimated cost of proposed projects. **Five copies of the application are needed, one original and four copies.** A grant panel will review the applications and make award recommendations to the park board. In reviewing the applications, the panel will consider conformance with application requirements, safety issues, cost/benefit ratio, maintenance of existing facilities, and population served.

These are reimbursement grants. Therefore, funding will be distributed after the project is completed and final reports are received.

The Board of Park Commissioners and I recognize the importance of partnering together to connect our visitors with recreational opportunities. Since the inception of this grant program, an amazing \$625,500 has been distributed throughout Erie County to provide safer parks and maximize recreational access for our residents!

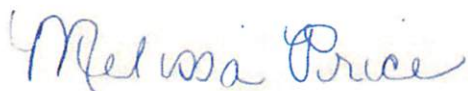
Birmingham School MetroPark • Castalia Quarry MetroPark • The Coupling MetroPark  
East Sandusky Bay MetroPark • Edison Woods MetroPark • Hoffman Forest MetroPark  
Huron River Path MetroPark • Osborn MetroPark • Milan Towpath MetroPark  
Wakefield MetroPark • Thomas Williams MetroPark



# ERIE METROPARKS

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 Administrative Coordinator, Sue Daniel at 419-625-7783 ext. 232 or e-mail [sdaniel@eriemetroparks.org](mailto:sdaniel@eriemetroparks.org).

Sincerely,



Melissa Price  
Executive Director





**Erie MetroParks  
Local Park Capital Improvement Grant Program  
Application Checklist**

**2024 IMPORTANT DATES: APRIL 19, 2024, GRANTS DUE  
MAY 3, 2024, GRANTS JUDGED/ AWARDED  
NOV. 22, 2024, ALL GRANTS MUST BE COMPLETED  
AND FINAL REPORT TURNED IN BY 12:00 NOON.**

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(s) (Maximum of **two** within established project cost level); include checkmark of whether request is for a cost-sharing grant.
- \_\_\_\_\_ Applicant Eligibility Form (Annually)
- \_\_\_\_\_ Resolution of Participation (**Required annually**)
- \_\_\_\_\_ Proof of Project site area ownership, lease or management agreement
- \_\_\_\_\_ Project Cost Justification: (eg: contractor price quote, supplier price quote, copy of equipment supply catalog, etc.)
- \_\_\_\_\_ One FULL Original Application with attachments and an additional **FOUR copies**.

*\*Each copy of the Application should be bound by a paperclip or binder clip but not stapled.*

- \_\_\_\_\_ Request of funds rounded to the whole dollar. **Also make sure to mark if you are willing to accept a partial grant.** If cost-sharing, both total cost of project and grant amount requested must be included. *The sign will be provided by Erie MetroParks.*

**AFTER PROJECT COMPLETION: (Project MUST be completed within award year or reimbursement and future funding may be forfeited)**

- \_\_\_\_\_ Have all previously funded projects been completed.
- \_\_\_\_\_ Have final reports been filed for all funded projects (Final reports must include required paid invoices and cancelled check documents) before Nov. 22, 2024 in order to receive the payment. Otherwise grant award will be forfeited.
- \_\_\_\_\_ Have required grant program signage placed and maintained. (Provide site photo.)

# **Erie MetroParks**

## **Local Park Capital Improvement Grant Program**

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

Funding for this Local Park Capital Improvement Grant Program (LPCIGP) has been provided by the Erie MetroParks Board of Park Commissioners (EMP) as a component of the Park District's property tax levy. It was the consensus of the Board that a program of assistance to local public park/recreation agencies would allow each county resident to receive maximum benefit from his/her tax dollars by assuring greater accessibility to quality outdoor recreation areas. Program funding is determined by the Park Board on an annual basis.

While this grant program can provide up to 100% of project funding assistance to local political subdivisions of the State of Ohio, **a commitment to project cost sharing is highly encouraged**. Please request only whole dollars; projects which include requests for funding with cents could lose eligibility.

### **Applicant Eligibility**

Political subdivisions of the State of Ohio (cities, villages, townships, county, etc.) are eligible to apply for funding, provided the agency is responsible for outdoor park and recreation facilities and is located all or part in Erie County. 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 outdoor recreation facilities and are **NOT** to be utilized for operational or administrative costs.

Separate grant application forms are to be completed for each project request.

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

If you are applying for playground equipment, the equipment **must** be IPEMA Certified. (International Playground Equipment Manufacturers' Association, [www.ipema.org](http://www.ipema.org))

Grant applications will be reviewed by a grant panel made up of Park and Recreation professionals from other counties. This Grant Panel will make a funding recommendation to the EMP 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.

### **\*New for 2024\***

**In an effort to streamline the application process, applicants may submit a maximum of two projects for not more than \$10,000 total.**

NOTE: if project scope is changed, project funding may vary accordingly.

### Project Application Prioritization

Applicants submitting multiple project applications are encouraged to prioritize their submittals by placing a #1 for their highest priority project on the priority line located in the top right corner of the application form. Additional project applications should be similarly prioritized as #2.

### 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, remains the responsibility of the recipient of the grant funds.

### Additional Requirements

Recipients must maintain a sign posted near or at the grant improvement(s), which identifies the area as having benefited from the Erie MetroParks Local Park Capital Improvement Grant Program. In addition, park improvements, 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 must be completed in the year in which they were awarded. 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 copies of associated paid invoices, etc. attached. **Failure to provide final report and/or required signage will result in loss of eligibility for reimbursement and/or future funding. Reimbursement will be made for actual funds used only.**

Any questions regarding the LPCIGP should be directed to EMP Administrative Coordinator, Sue Daniel at 419-625-7783 ex.t 232, or by e-mail at [sdaniel@eriemetroparks.org](mailto:sdaniel@eriemetroparks.org).



Priority # \_\_\_\_\_

**Erie MetroParks  
Local Park Capital Improvement Grant Program**

**Project Application 2024**

The deadline for returning completed application forms is **12:00pm Friday, APRIL 19, 2024**. Applications received after this deadline will not be considered for grant awards. Thank you for not asking us to make exceptions, or offer extensions. Deliver applications to Attn.: Administrative Coordinator Sue Daniel, 3910 Perkins Avenue, Huron, OH 44839. For further information call Sue Daniel at 419-625-7783 ext. 232 or e-mail sdaniel@eriemetroparks.org

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

Governing Body \_\_\_\_\_ Contact Person \_\_\_\_\_

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

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

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

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

Is this a Cost-Sharing Project? If so, please attach explanation, including share source and amount of contribution.

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**Cost Analysis of Project:**

Item Description	Cost Estimate
Labor	\$ _____
Materials/Equipment	\$ _____
Contracted Services	\$ _____
Acknowledgement Sign	\$ <u>EMP Provides</u>
PROJECT TOTAL	\$ _____

**Grant Amount Requested From Park District (No Cents)** \$ \_\_\_\_\_

**\*I will accept a partial grant award (please mark one)** YES \_\_\_\_\_ or NO \_\_\_\_\_



**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, other.**

**LOCAL PARK CAPITAL IMPROVEMENT GRANT PROGRAM  
APPLICANT ELIGIBILITY INFORMATION**

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: \_\_\_\_\_

Total acreage \_\_\_\_\_ Estimated annual visitation\_\_\_\_\_

What is the population of the service area\_\_\_\_\_

Please describe facilities provided within your parks (pools, athletic fields, trails, shelters, playgrounds, restrooms, etc.)\_\_\_\_\_

Please describe programming provided; (i.e. leagues, special events, scheduled programs, etc.)\_\_\_\_\_

**Erie MetroParks**  
**2024 Local Park Capital 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 2024 Erie MetroParks Local Park Capital Improvement Grant Program; and

**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 "2024 Local Park Capital Improvement Grant Program" administered by the Erie MetroParks Board of Park Commissioners.

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

to the Erie MetroParks Board of Park Commissioners for funding assistance from the "2024 Local Park Capital 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

**Erie MetroParks  
Local Park Capital 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 by Nov. 22, 2024- at NOON.** Please complete a separate form for each project.

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 (419) \_\_\_\_\_ (Work) (419) \_\_\_\_\_ (Home)

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	_____	Partial Award?
Materials/Equipment	_____	Yes____ No____
Contract Services	_____	
Other	_____	
Total Project Expenses	_____	
Grant Amount Awarded	_____	

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

**Attach copies of all documentation, paid invoices, picture (s) with sign visible, etc. to:**

Attn: Administrative Coordinator, Sue Daniel  
Erie MetroParks  
3910 Perkins Avenue  
Huron, Ohio 44839

For Accounting use: Final Report Submission Date: \_\_\_\_\_