

**Durham County Matching Grants** A Program of the **Durham Open Space & Trails Commission**  
Program Guidelines and Application Instructions



## **Durham County Matching Grants**

A Program of the  
**DURHAM OPEN SPACE & TRAILS COMMISSION**

# Fiscal Year 23-24 Program Guidelines and Application Instructions

**Open Space and Recreation Assistance Projects**

Last Revised: Aug. 2017

## **Priority Project Areas**

The Durham County Matching Grants Program will allow qualifying projects within priority focus areas for up to \$5,000 using a simplified application with a reduced applicant match of 25% (county matching funds are 75%) . Interested groups may apply for projects in these areas even if they do not currently hold formal non-profit status (501(c)(3) or other).

Eligible projects must be located within a census tract area where households are earning less than 80% of Area Median Income (AMI). This designation is based on the United States Department of Housing and Urban Development definition using data from the United States Census. Eligible projects must be located in a census tract area where median household income (2018) was \$46,552 or below. To see if your project location is eligible, please contact Brendan Moore at [brmoore@dconc.gov](mailto:brmoore@dconc.gov), or visit the Durham Neighborhood Compass Median Household Income tab at:

[Durham Neighborhood Compass Median Household Income](#)

To apply for this grant, please use the SHORT FORM application located on the Durham County Matching Grants website at [www.dconc.gov/matchinggrants](http://www.dconc.gov/matchinggrants)

**Matching Grants Administrator Brendan Moore is available to discuss your project, determine eligibility, and assist with the application.**

**Durham County Matching Grants** A Program of the **Durham Open Space & Trails Commission**  
Program Guidelines and Application Instructions

**TABLE OF CONTENTS**

**[Introduction](#) ..... **1****

**I: [Qualifying as an Applicant and Project](#)..... **2****

- A. [Eligibility of the Applicant](#)
- B. [Eligibility of the Project](#)
- C. [Ten Grant Selection Priorities](#)

**II: [Preparing an Application](#) ..... **4****

- A. [Application Process and Time Table](#)
- B. [General Requirements for Grant Application](#)
- C. [Eligible Expenses for Project Cost and Reimbursement](#)
- D. [Items NOT eligible for reimbursement are listed as follows:](#)
- E. [The Applicant’s Matching Contribution](#)

**III: [Contracting With Durham County for a Project](#) ..... **8****

- A. [Contract Process and Time Table](#)
- B. [General Requirements for Grant Agreements](#)
- C. [Insurance](#)

**IV: [Implementing the Project](#)..... **8****

- A. [Implementation Process and Time Table](#)
- B. [General Requirements for Grant Implementation](#)
- C. [Changes to Approved Projects](#)
- D. [Grant Reimbursement Process](#)

**V: [Continuing Responsibilities for Grant Projects](#) ..... **11****

- A. [Maintenance and Supervision](#)
- B. [Publicity](#)
- C. [Accessibility](#)

*See the Matching Grant website for up-to-date documents for bi-annual status updates, final reports, and reimbursement forms.*

[Matching Grants Website Link](#)

**Durham County Matching Grants** A Program of the **Durham Open Space & Trails Commission**  
Program Guidelines and Application Instructions

## Introduction

The Matching Grants Program is designed to assist non-profit organizations in Durham County, both inside and outside the city limits, in preserving open space lands and promoting new or improved recreational opportunities for citizens of Durham County. Grant funds help provide public lands and outdoor recreational facilities through citizen initiative, support and involvement. Applicants must provide at least one half of the project's cost and manage all aspects of the project to accommodate public accessibility. Grant awards are made to new permanent programs and expansions of existing programs that meet a wide range of service provision criteria.

Grants are awarded competitively on a yearly cycle beginning in September with advertisements and announcements in newspapers, newsletters, emails and targeted mailings. Completed applications are due in the Open Space and Real Estate Office (201 East Main Street, 7<sup>th</sup> floor) on the announced closing date by 5:00 PM. Recommendations for funding are developed by the Matching Grants Committee and the Durham Open Space and Trails Commission (DOST) for action by the Durham Board of County Commissioners. The County enters into a contract with the successful applicant organization and the project work begins in the spring with a maximum of twenty four months for completion. The completed project is managed and maintained for public use as agreed to by the contracted organization and may be inspected or visited on a yearly basis by a representative of the County.

The grant process consists of five steps and lends itself to the organization of the "Guideline" material as follows:

- I. [Qualifying As An Applicant and Project](#)
- II. [Preparing An Application](#)
- III. [Grant Award and Contract](#)
- IV. [Implementing The Project](#)
- V. [Continuing Responsibilities For Grant Projects](#)

You will want to carefully read these guidelines, before beginning the application process.

For specific assistance with Matching Grants information, applications, questions, materials, presentations, or communication with the Matching Grants Committee contact Brendan Moore, Matching Grants Administrator, County of Durham, Engineering and Environmental Services Department, 201 East Main Street, 7<sup>th</sup> fl, Durham, NC 27701, telephone number (919) 560-7957. You may also email [brmoore@dconc.gov](mailto:brmoore@dconc.gov) for information and assistance.

---

## I. QUALIFYING AS AN APPLICANT AND PROJECT

### A. Eligibility of the Applicant

Eligible groups are non-profit organizations, recognized by the Internal Revenue Service and the State of North Carolina or its agents, which seek to provide recreational opportunities or open space in Durham County. Eligible applicants will meet the following additional criteria:

1. Groups with an outstanding Durham County Matching Grant project will be eligible for a new grant if progress is demonstrated on the current grant and the additional grant complements or completes phases of the original grant.
  - a) A project is considered active until the twenty-four (24) month completion date, as stated in the Grant Agreement, is reached. If a project has not been completed at this time, it will be considered outstanding, unless a grant extension has been given.

**Durham County Matching Grants** A Program of the **Durham Open Space & Trails Commission**  
Program Guidelines and Application Instructions

- b) A project will be considered completed only after the final report and request for reimbursement has been received and accepted by County staff.
- c) All groups or organizations administered by a common board or council will be considered a single entity for the purpose of administering the Matching Grants Program.

**B. Eligibility of the Project**

Projects eligible under the Matching Grants Program should fit within the wide range of open space and recreation goals adopted by the DOST. The DOST's goals are as follows:

***DOST Goals***

1. **As its primary mission, to plan for the preservation of:**
  - a) **Environmentally significant sites such as those identified within the Durham Inventory.**
  - b) **The County's scenic river corridors, particularly the Eno River, the Little River, the Flat River, and the New Hope Creek.**
  - c) **Critical environmental lands, such as wetlands and watershed areas.**
  - d) **Lands which represent Durham's rural heritage, important farmland, scenic roads, and important historic open space areas.**
2. **To provide opportunities for greenways, trails, and rails-to-trails linkages throughout the County, including corridors designed by the Urban Trails and Greenways Commission (currently the Open Space and Trails Commission), The Triangle Greenways Council, and the Mountain to the Sea Trail.**
3. **To support the provision of active recreation areas.**
4. **To educate and involve the citizenry of Durham County on the importance of preserving open space lands within the County: and of the need to provide open space lands as an integral part of the infrastructure that should accompany the development of land.**
5. **To assist in the preservation and long-term protection of existing areas in Durham County that are presently used for passive or active recreation.**

With these broad goals in mind, the DOST has established general criteria for project eligibility, and selection priorities to rate projects competing for funding. All projects funded through the Matching Grants Program must meet the following General Criteria:

1. The project must be related to parks, recreational facilities (neighborhood/school), trails and greenways, or the provision of open space areas in Durham County.
2. For any project funded, the applicant must provide an equal match toward the development of the project. [Section II.D.](#), describes the numerous ways in which this may be met by the applicant.
3. The project must be a new project which adds to the recreational opportunities in Durham County. ([Additions](#) to existing projects are eligible for funding.)
4. The project must be physically complete and functional at the completion of the grant request. Projects may be part of a larger multi-phased plan, so long as each phase is independently functional.
5. Each project must be accessible (within reason) to the public. [Section V.C.](#), contains more information on accessibility.
6. The project must be environmentally compatible with the project site and the surrounding area.
7. The total cost of the grant project can include no more than fifty (50%) percent for support facilities. Support facilities include items ancillary to the main recreational or open space opportunity such as restrooms, storage facilities, and parking areas.

**Durham County Matching Grants** A Program of the **Durham Open Space & Trails Commission**  
Program Guidelines and Application Instructions

**C. Ten Grant Selection Priorities**

Any project which meets the DOST's goals and general criteria as listed above is eligible for funding. The following list of grant selection criteria will be used by the DOST to review the grant applications, and to make grant award recommendations to the Board of County Commissioners. The DOST and the Board of County Commissioners reserve the right not to award the full amount of grant money available for any given year.

Priorities for funding under the Matching Grants Program favor those projects which provide maximum open space benefits and recreational facilities. The following grant selection priorities are each of equal importance and should be given serious consideration as you weigh your organization and project's qualifications for funding.

1. The extent to which the project meets a need relative to existing parks, recreational facilities and open space areas in that geographical location. In each funding year and collectively over time, a balance of projects should be funded which reflect the geographical range of the County and a variety of projects.
2. The intrinsic value of the project or the quality, value, and need of the project to the County. Priorities supporting certain types of projects may be set by the Board of County Commissioners and the DOST for a particular funding round.
3. The extent to which DOST's goals are met.
4. The extent to which recreational needs are met.
5. The environmental significance of the project.
6. Project compatibility with the site and surroundings.
7. Long term viability, maintenance and supervision of the project. Permanent projects providing long term services will be of higher priority for funding.
8. Project cost must be justified by the lifetime of the project or the cost of the project must be relative to its benefits. Given equal cost, preference will be given to projects that will benefit a greater number of people, or provide greater environmental or open space benefits.
9. The type and amount of the match must demonstrate that the applicant organization has sufficient funds and manpower to complete the project and to maintain and manage it for the required period. The project plan should include documentation on the status of other funds pledged.
10. The project must be publicly accessible according to the management plan developed for the application.

---

**II. PREPARING AN APPLICATION**

**A. Application Process and Time Table**

Groups interested in submitting a matching grant application may request to have a pre-application meeting with the Matching Grants Program Administrator. A Durham County Matching Grants Application must be fully completed by the Grant Applicant and submitted before the deadline, late applications will not be accepted. Questions regarding the matching grants program or application review process should be directed to Brendan Moore, Matching Grants Program Administrator, at telephone number (919) 560-7957 or email [brmoore@dconc.gov](mailto:brmoore@dconc.gov).

Interested groups are permitted to submit a grant request for as many projects as they desire, but an organization will receive funding for only one grant project at a time. Each request for a separate project must be on a separate application. Projects that do not receive funding in any given year may be resubmitted in future grant cycles.

**Durham County Matching Grants** A Program of the **Durham Open Space & Trails Commission**  
Program Guidelines and Application Instructions

All grant requests will be reviewed for basic eligibility. Any ineligible grant request will not be considered, and the requestor will be contacted stating the reason for ineligibility. Eligible projects will then be reviewed according to the grant selection priorities discussed under [Section I.C](#). Applicants may be asked to meet with the staff or DOST to answer questions or more fully explain their proposal. **All requests for additional information must be responded to promptly (a reply by date will be included on follow-up correspondence and responses must be returned by the date to still be considered for grant funding), or the agency may lose eligibility to proceed in this year's award process.**

The DOST may negotiate, and the County may approve, reasonable expected periods of use for capital improvements to land or structures funded as a project. This reasonable period of time becomes the duration of the project contract or the obligation to Durham County assumed by the applicant organization.

The staff and DOST will prepare recommendations for the grant awards. In some cases, a project may be recommended for a lesser grant award than was originally requested by the applicant. These recommendations are forwarded to the Board of County Commissioners for approval and funds allocation.

After the grant awards, have been made by the Board, Grant Agreements / Contracts, will be drafted. A project cannot receive funds until the grant agreements are finalized by the County and the grantee organization. County fiscal audit rules specify that County funds cannot be obligated before appropriation by the Board and authorization through the contract review process. **The DOST has determined that matching funds spent prior to receiving a grant and contract cannot be applied to any project cost as match. For accounting purposes, all project cost are treated the same as if they were County funds and must be documented as such to qualify as matching expenditures.**

**B. General Requirements for Grant Applications**

1. Each project must have a matching contribution, provided by the applicant organization, equal to at least the value of the grant award. The match may be provided in a number of ways as discussed in [Section II.D](#).
2. Any organization applying for a grant to be used to purchase land must provide proof of "an offer to purchase and contract" (an offer) executed prior to the time the DOST submits to the Board of County Commissioners a recommendation for funding the project. The proof of an offer may be kept confidential, if so requested, may be submitted with the initial application or may be represented by a letter (from the property owner indicating support for the grant proposal).
3. A grant application must be signed by the Chief Administrative Officer of the applicant organization and the project Contact Person. This cannot be the same person for fiscal accounting reasons.
4. The organization shall not discriminate against any employee or applicant for employment because of race, color, creed, sex, age, religion or national origin. The organization or its employees shall not discriminate because of race, color, creed, sex, age, religion or national origin against any person by refusing to furnish such person services or privileges offered to or enjoyed by residents of Durham County. The organization or its employees shall not publicize the facilities provided hereunder in any manner that would directly or indirectly reflect on the patronage or any person because of race, color, creed, sex, religion or national origin.

**C. Eligible Expenses for Project Cost and Reimbursement**

Any of the following project expenses directly related to parks, recreation and open space are eligible for funding. Eligible expenses must be an integral part of the project, are subject to close scrutiny by

**Durham County Matching Grants** A Program of the **Durham Open Space & Trails Commission**  
Program Guidelines and Application Instructions

DOST and must be followed closely during implementation of the project.—In no case will reimbursement exceed fifty (50%) percent of actual expenses or exceed grant funds awarded.

1. **LAND ACQUISITION.** Land value will be based on a certified appraisal provided by the applicant and conducted by a licensed North Carolina appraiser, or the assessment in current Durham County tax records. Other indicators of value may be considered but the DOST is not obligated to accept a value greater than the current Durham County tax assessment.
2. **CAPITAL IMPROVEMENTS.** Improvements may be made to land and structures such as development of park land to make it more accessible or usable by the public, lights on an athletic field, a substantial upgrade to a softball or soccer field, or new playground equipment. Facilities to support the project will be funded so long as they total no more than fifty (50%) percent of the project cost. Support facilities include such items as restrooms, storage facilities and parking areas. Contracted improvements obtained from an appropriate contractor and billed as one cost for a turnkey job should be listed under this category (it need not be broken down into labor, supplies and other). A project's cost may include a component for contracted services as well as additional cost for components under labor, supplies and other. Capital improvements are eligible on the following types of land:
  - a. Lands the organization holds in fee simple ownership. These parcels must be current on their property tax payments. The grant application should include a copy of the title with all easements.
  - b. Lands for which the organization has a long term lease of at least thirty (30) years. The grant application should include a copy of the lease agreement.
  - c. Lands that are held in public ownership by a suitable public entity such as the City of Durham, Durham County, Durham Public Schools, the State of North Carolina, or the USA. The grant application should include verification that the public entity owning the land is supportive of the proposed project.
3. **PROFESSIONAL and LABOR COST.** The cost of either hiring labor or the value of volunteer labor necessary for organizing, supervision, construction, renovation or development as required by the project plan.
4. **SUPPLIES TO CARRY OUT THE PROJECT.** This includes the cost of materials such as lumber, hardware, cement, rock, rebar, sand, etc. Supplies associated with the organization's routine service provision such as ball nets, field maintenance implements, trail maintenance implements, ordinary tools and implements, grass seed, fertilizer, lime etc., do not qualify. For organizations which do not routinely perform landscape maintenance tasks, it may be allowable to charge the project reasonable cost for landscaping items such as soils, grass seeds and fertilizer.
5. **OTHER.** This category is for any cost which does not fit under the previous categories. It may be used for rental of equipment and machines as well as for professional services (engineering, architectural, legal and accounting services).

**D. Items NOT eligible for reimbursement are listed as follows:**

1. Capital improvements for primary indoor recreation such as swimming pools, recreational centers, basketball gyms, etc.
2. Support facilities which comprise more than fifty percent (50%) of the total project cost.
3. Staff or volunteer time spent on recreational programs or fund raising.
4. Cost of refreshments or food and drink.
5. Supplies and materials such as uniforms, bats, balls, medals, trophies, etc. purchased for recreational programs.
6. Membership fees such as a league franchise fee.



**Durham County Matching Grants** A Program of the **Durham Open Space & Trails Commission**  
Program Guidelines and Application Instructions

7. Utilities such as water, electricity, telephone, etc. routinely purchased for a completed project.
8. Liability insurance required on a yearly basis.
9. Maintenance to existing recreational facilities such as repairs to plumbing, windows, parking lots, etc.
10. Outstanding financial obligations.

**E. The Applicant's Matching Contribution**

1. Each grant recipient must provide a matching contribution equal to the funds provided by the County for any project. The availability of this match must be reasonably documented and may be met by any combination of contributions listed below.
2. The Matching Grants Program is intended to encourage citizen support and involvement. The DOST strongly encourages the use of donated contributions including volunteer labor, lands, equipment, and other appropriate contributions.
  - a. MONEY. Applicants are encouraged to obtain additional matching funds from other public and private sources.
    - i. Funds available to the grant applicant for the proposed project must be listed in the appropriate space of the Application as "Funds on Hand".
    - ii. For each source of funds not on hand, explain the requirements and procedures for obtaining these funds (include rules, regulations or agreements determining the use of these funds). Also list timetables or schedules for acquiring these funds. The applicant will be responsible for following this plan or for requesting the DOST approval of a project change if unstated plans become necessary.
  - b. LANDS/REAL PROPERTY. The property will be valued for the match based on the applicant's equity in the property. The equity value will be based on evidence such as a certified appraisal provided by the applicant, or the assessment in current Durham County tax records, minus any debt that the applicant has on the site. Lands or real property, including conservation easements, used as a match would have a value not less than the current tax assessment prorated for the acreage of the donation. Other indicators of value may be considered but the DOST is not obligated to accept a value greater than the current Durham County tax assessment.
  - c. VOLUNTEER LABOR. Volunteer labor costs which are invoiced will be allowed at a rate of \$10 per hour.
  - d. PROFESSIONAL AND CONTRACTUAL SERVICES. The DOST will accept as match, donated professional and contractual services which the applicant has incurred as an integral part of the project plan. These rates equal the contractor's normal, reasonable charge for the service provided. A maximum cap of sixty-five dollars (\$65) per hour will be allowed for consulting services for professional work or contractual services.

---

**III. CONTRACTING WITH DURHAM COUNTY FOR A PROJECT**

**A. Contract Process and Time Table**

The grantee (grant recipient) will receive contracts within ninety (90) days of the date of the grant award, must finalize the contract within thirty (30) days of receipt and will have twenty four (24) months to complete the approved project. The grantee is expected to maintain the project for a duration of at minimum ten (10) years from effective date of the contract.

**B. General Requirements for Grant Agreements**

A legal Grant Agreement must be signed by the Chief Administrative Officer of the organization, stating the conditions spelled out in the program guidelines

**Durham County Matching Grants** A Program of the **Durham Open Space & Trails Commission**  
Program Guidelines and Application Instructions

C. The Matching Grants Program Guidelines will be incorporated as part of the Grant Agreement by attaching it to the Agreement and by making reference to it in the Agreement where appropriate.

**D. Insurance Requirements.**

**In General, Durham County contacts require the following levels of Insurance, and proof of Insurance is required as part of the contracting process...** All of the policies required of the organization shall be primary. The Certificate of Insurance shall be provided on the industry standard form (ACORD 25). Reductions of these levels of Insurance are sometimes permitted on a case by case basis dependent on the project.

**Commercial General Liability:** Shall be a limit of not less than **\$1,000,000** per occurrence and **\$2,000,000** aggregate. Coverage must be in a form providing coverage not less than the standard Insurance Services Office Form CG 00 01 and include products and completed operations, property damage, bodily injury, and personal & advertising injury. The products-completed operations coverage shall be provided for a minimum of one year following final acceptance of the work.

1. **Commercial Automobile Liability:** Shall be a limit of not less than **\$1,000,000** per occurrence for any (Code 1) vehicle, or if GRANTEE has no owned autos, hired, (Code 8) and non-owned autos (Code 9).
2. **Worker's Compensation and Employers Liability:** Shall be at North Carolina statutory limits. GRANTEE shall satisfy all compulsory requirements relating to workers compensation in any jurisdiction in which benefits may be claimed. Employers Liability shall be a limit of not less than **\$1,000,000** per accident for bodily injury or disease
3. **"All Risk" Property (GRANTEE'S Property):** Replacement cost coverage under an "All Risk" policy for any of the GRANTEE's real or personal property used or situated on County property.

**Insurance coverage is not required if the grant is strictly for land acquisition.**

- E. Each applicant receiving County funding for the first time or an applicant that does not have a Durham County vendor ID number must complete a "VENDOR APPLICATION" form. This form is available on the County's website at: <http://www.dconc.gov/home/showdocument?id=24706>
- F. Durham County will be a partner in preparing land purchase closing documents to insure County investments in land acquisition are protected. Grantee will work with Matching Grants Administrator and County Attorney's Office to draft protections for Durham County in the event the Grantee attempts to sell, or otherwise dispose of land purchased with Matching Grants Funds.

---

#### **IV. IMPLEMENTING THE PROJECT**

**A. Implementation Process and Time Table**

The project must be started no later than twelve (12) months and must be completed no later than twenty four (24) months after the date on which the contract was finalized. A twelfth month report, giving a project progress summary, must be submitted on or before the last day of the twelfth month if the project exceeds a match greater than \$5000. (Grants under \$5000 are only required to submit a final report with their final reimbursement request). If there is no progress by the end of the 12<sup>th</sup> month and the project has not been started, the grantee must request in writing and be granted by the DOST an extension of the implementation start deadline. If the twelfth month report, the extension request, a

**Durham County Matching Grants** A Program of the **Durham Open Space & Trails Commission**  
Program Guidelines and Application Instructions

reimbursement request or significant evidence of completed work are not provided by the grantee the DOST has the option of revoking the contract (grant agreement) and withdrawing the grant funds. Unless the grantee can show just cause as to why the project should continue to be funded, the grant award will be withdrawn at the end of the first twelve month time period.

Grantees who have not requested or drawn any funds must arrange for a representative to appear before the DOST and explain why the project has not been started or no funds have been used.

A project must be completed or a report submitted at the end of any extension period granted by the DOST. Failure to do so may result in Durham County negating the terms of the contract. These guidelines are necessary to achieve the County's goal of getting park and open space projects completed.

**B. General Requirements for Grant Implementation**

1. The project must be open to inspection by representatives of Durham County at all times.
2. The project must be complete and functional at the completion of the grant.
3. The project cannot be dependent on additional sources of funding to be usable.
4. A report on the funded project must be submitted to the County twelve (12) months after the grant agreement is finalized.
5. A final report on the project is due upon submission of the last set of paid receipts for reimbursement.
6. A grant award may be withdrawn if changes are made to a project without the prior approval of the DOST.
7. A grant extension beyond the standard twenty four (24) month grant completion time period will be considered on a case-by-case basis by the DOST.
  - a. An extension requires a written appeal and an possibly an appearance before the DOST.
  - b. The awarding of an extension makes the grant recipient ineligible for consideration of any further grant applications until the current project is completed.
8. The final report and all receipts for final reimbursement must be submitted within 45 days of the end of the contract period.

**C. Changes to Approved Projects**

1. Procedure for changing an approved project: Any proposed changes to an approved project, including proposed changes to the dates of the project, must be submitted in writing to the County and reviewed by the DOST before any changes are made. The DOST will notify the grantee regarding whether the proposed changes have been approved or disapproved.
  - a. After the Grant Agreement is finalized it may be changed to accommodate the needs of the contracted organization if needs or circumstances arise that were not anticipated at the time of the initial Agreement. A change may be negotiated in the form of a contract addendum. The addendum must be approved by the same officials and the same process as the initial agreement. Because this process is long and involved, adequate time must be allowed for a contract addendum to be completed. Significant changes in project plans, management and schedule could result in a broken contract rather than a revised contract so there are limits to the use of the contract addendum.
2. Withdrawal from an approved project: A grantee may withdraw from an approved project, subject to the following provisions and after submitting a written request to the County.
  - a. REFUND. A grantee may be required to refund to the County all or part of a grant award if:

**Durham County Matching Grants** A Program of the **Durham Open Space & Trails Commission**  
Program Guidelines and Application Instructions

- i. the grantee elects to discontinue the project,
  - ii. the project is changed without the review and approval of the DOST,
  - iii. the project is changed to eliminate public access, or
  - iv. provisions for public access agreed to in the grant agreement are substantially altered without the review and approval of the DOST
- b. DISCONTINUED USE OF LAND. If a grantee discontinues an approved use of land or uses land for a purpose other than that allowed for in the program guidelines or in the contract between the grantee and the County, the Board of County Commissioners may exercise one of the following options:
- i. Require that said land shall revert to the County; or
  - ii. Require that the grantee refund the County based upon the total fair market value of the land; or
  - iii. Require that the grantee provide comparable land to the County. The County shall determine what comparable land is.
- c. EMINENT DOMAIN. Where the actual owner is the Federal or State government, a municipal or county government, or a quasi-governmental entity with the power of eminent domain, the language in [IV.C.2.](#) above may not apply.
- d. Durham County may withdraw and negate the contract for failure of the grantee to conform to the requirement of the contract, including completion of required reports or failure to submit final report within 45 days of end of the contract period.

**D. Grant Reimbursement Process**

1. Documentation and Cash Flow: It is important for a grant applicant to include information in the project application which will specify cash flow needs. These needs may vary from the use of total grant funds at one time for a capital purchase to the receipt of equal portions of the grant on a monthly basis to purchase supplies and materials. The reimbursement process accommodates both needs by providing two categories of request as follows:
  - a. ADVANCE OR DIRECT PAYMENT REQUEST – A direct payment request may be for the total grant amount or for a specified portion of the grant amount. This request must be accompanied by copies of documents which substantiate a contract to purchase or render services, an agreement to purchase, a work order, a purchase order or a requisition which constitutes an agreement or obligation on the seller and buyer. Any transaction for which a direct payment of total grant funds is required must be documented as complete no later than one month after the payment is made. Documentation will be required, such as copies of deeds, copies of bills marked paid, copies of payments or on-site inspection of completed tasks.
  - b. PERIODIC REIMBURSEMENT REQUEST – A periodic request may be submitted once a month but only one may be submitted in a month, with the last day of the month as deadline for that reimbursement cycle. Payments will be made no later than the second Friday of the following month. Payments will equal the amount of grant funds spent in the previous month but will not exceed the fifty-percent ratio for all expenditures or work completed to date.

Both categories of request for funds may be used for one project but must be consistent with the stated cash flow plan. The County reserves the right to inspect the project, or require additional documentation of matching or grant funds used, prior to any payments and specifically prior to the final project payment.

Commented [KJ1]: When do we permit this?

**Durham County Matching Grants** A Program of the **Durham Open Space & Trails Commission**  
Program Guidelines and Application Instructions

Funds will not be released if the twelve month progress report is not on file as scheduled, or if the final report has not been submitted with the final request for funds.

Exceptions to the above stated reimbursement process must be approved by the DOST as part of the project application, resulting recommendations, and approval by the Board of County Commissioners.

2. Reimbursement Limits for Matching Contributions: The amount of an applicant's matching contribution that qualifies for county matching funds is limited to the value of the donation (as determined under [Section II.D.2.b.c. &d](#)), or the actual expense incurred by the grant recipient to complete the grant project, whichever is less.
  - a. For example, land appraised at \$5,000.00 is donated and used for the matching contribution for a grant project, and development of the grant project will cost an additional \$3,000.00. Because a grant in excess of \$3,000.00 would constitute a profit for the grantee, Durham County's share of the project would be limited to \$3,000.00 instead of half of the total project cost of \$8,000.00.
3. Each request for reimbursement or advance must be accompanied by a summary form, which will be prepared for each project individually. This form includes a project budget and columns for expenditures to date, total expenditures and remaining funds to be spent. If a project contact person or fiscal officer is uncertain about how to complete this form the Matching Grants Administrator will assist with preparation of the requests.
4. All cost documentation must be original copies (carbon copies will be accepted as originals). If the original copy is not available the only acceptable alternative is to make a copy of the original and state on it where the original is and why it is not available being sure to have the holder of the original to sign and date this statement. A fax copy of any document is not acceptable.

**Durham County Matching Grants** A Program of the **Durham Open Space & Trails Commission**  
Program Guidelines and Application Instructions

---

**V. CONTINUING RESPONSIBILITIES FOR GRANT PROJECTS**

**A. Maintenance and Supervision**

1. Provisions shall be made by the grantee for proper maintenance and supervision of any County funded project. The administration of any programs, facilities, and land areas related to the grant project will remain the responsibility of the grantee.
2. The project site will be visited once a year minimum by a representative of the County to evaluate ongoing maintenance, upkeep and accessibility. The grantee contact person or chief official will be contacted by letter or telephone to maintain this line of communication and to discuss any inspection outcomes.
3. The contract will provide that the project shall be maintained by the grantee for at minimum ten (10) years from the date of the contract.

**B. Publicity**

A grantee must publicize their project, naming Durham County as a participant, and post a sign supplied by the County on the property or in an appropriate location indicating the County's involvement.

**C. Accessibility**

Each project which uses grant funds must be accessible within reason, to the public. There are two components to accessibility:

1. **Public Accessibility:** Projects must be open to the public, in the sense that the project is not restricted to use only by the organization receiving the grant award. The requirement that projects be open to the public recognizes that an organization will seek to serve their membership or customary users first. In some cases, the project will receive heavy usage from the organization's customary users. In this case, it is understood that all County residents may not be able to participate at a time of their choice. An example of public accessibility is a group which constructs a soccer field using grant funds and must allow the public to use that field when it is not scheduled for that group's programs.
2. **Physical Accessibility:** For a project to be open to the public, there must be actual physical access to the project. For most recreational projects this will not be an issue. For some open space projects, acceptable physical access will need to be negotiated with the DOST.

Since there is a wide range of projects which might be funded under this program, appropriate access may vary depending on the type of project. Where there are specific needs or limitations inherent to the project, agreement regarding reasonable access will be negotiated between the applicant and DOST during the application review period.

***See the Matching Grant website ([Click HERE](#)) for up-to-date documents for bi-annual status updates, final reports, and reimbursement forms.***