

## A. USING THIS MANUAL

Congratulations on your success in obtaining a Parks and Recreation Trust Fund (PARTF) grant. While it would be great if that was all there was to it, receiving a grant comes with many program components that require documentation and follow up in the financial administration of your project, the documentation of your expenditures to obtain reimbursement of your grant award and your responsibilities for maintaining and operating the public recreation site for a minimum of 25 years. These responsibilities come from state law, the PARTF program administrative rules, and the policies and procedures of the N.C. Department of Environment and Natural Resources (DENR).

Participation in the PARTF program constitutes a public trust. It is the responsibility of local government sponsors to comply with this manual and all terms and conditions of the grant agreement, to manage funds efficiently and effectively in accordance with the approved budget, to promptly complete the grant assisted activities in a diligent and professional manner, and to monitor and report performance. This responsibility cannot be delegated or transferred.

The purpose of this manual is to provide you with the information you need to successfully complete your project, prepare your reimbursement documentation, obtain your grant payment, and operation/maintain your project site in compliance with PARTF requirements for public recreation use.

Read **CAREFULLY** all the information contained in this manual. Even though all material is intended to be self-explanatory, contact your Recreation Resources Service (RRS) regional consultant if you have any questions or anticipate problems. You will be submitting your reimbursement claim and documentation to your RRS regional consultant. Our goal is to fairly and legally administer the PARTF program funds, to help you avoid problems before they occur, and to expedite the processing of your reimbursement claim and payment.