



## North Carolina Division of Parks and Recreation

Governor Roy Cooper

Secretary D. Reid Wilson

February 15, 2022

Mr. Don Bringle  
Director of Parks and Recreation  
Rowan County  
130 W. Innes Street  
Salisbury, NC 28144

Dear Mr. Bringle:

Rowan County has received a grant from the N.C. Parks and Recreation Trust Fund (PARTF) for the Woodleaf Community Park Phases I & II project. I am writing to you as the County's contact person to provide information about administering the grant.

The first step is to execute a contract between Rowan County and the N.C. Department of Natural and Cultural Resources (DNCR). Enclosed are two copies of the contract. Please have your chief elected official sign and return both copies to me at the address below within 45 days. A representative of DNCR will then sign the contracts and return a copy of the executed contract. Please do not begin work on the PARTF project until you receive the signed contract.

PARTF grants are paid on a reimbursement basis. A local government must first spend its own funds on the project and then be reimbursed. The enclosed PARTF Grant Manual provides further information about accounting and grant administration. The manual is also available at [www.ncparks.gov/partf](http://www.ncparks.gov/partf) under "For Grant Recipients". It is very important that your finance officer and project manager are familiar with this information. In addition, a series of progress inspections for your project will be conducted by your regional consultant. A copy of the inspection forms is enclosed.

Your local government may have received additional funds from other sources for this project. If PARTF funds are no longer needed, please notify me to withdraw this grant.

Sincerely,

Christine Schmidt  
Acting Manager, Grants and Outreach Program

Enclosures

cc: Antoinette Moyer, Recreation Resources Service Regional Consultant

Dwayne Patterson, Director  
NC Division of Parks and Recreation  
1615 MSC - Raleigh, NC 27699-1615  
919.707.9300 / [ncparks.gov](http://ncparks.gov)

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