

Steps to Complete your Land and Water Conservation Fund Grant Project

1. Sign the state-local project agreement & mail it back to the Ohio Department of Natural Resources (ODNR), Office of Real Estate for ODNR signatures. When you receive your copy of the **signed and executed** state-local project agreement by mail, you may begin your project, including preparation of plans and specs, if they are an approved component of your project.
2. All plans and specifications must be reviewed and approved by ODNR before advertising for bids or contractually obligating yourself for construction. For the protection of the health, safety and welfare of the public construction plans should be stamped and signed by a registered professional engineer, architect or landscape architect as appropriate to the project. (Contact the Grant Manager if you think this may not apply to your project.) You will be notified when your plans are approved, and may then proceed to advertise for bids, if applicable. In accordance federal requirements all contracts of **\$100,000** or more must be competitively bid, unless more restrictive provisions of state law apply. For smaller purchases, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Prior to grant assisted land acquisition, an appraisal must be submitted to ODNR for approval. All properties valued at \$10,000 or more must be appraised using a narrative summary or self-contained appraisal conforming to UASFLA (Yellow Book) guidelines, prepared by a Certified General Appraiser. (If the value is less than \$25,000, call the Grant Manager.) ODNR maintains a list of approved appraisers. See <http://www.ohiodnr.com/default/tabid/11089/Default.aspx> for additional information.
4. If you would like to make significant changes to the scope or design of your project, or if you will be unable to complete your project by the end date of your project agreement (underlined and bolded on the state-local project agreement) please contact the Grant Manager. An extension may be granted, but a one-time 5 point penalty may deducted on your next grant application.
5. Submit all partial and final reimbursement requests to the ODNR Office of Real Estate. See the LWCF Procedural Guide for more information and forms. <http://www.ohiodnr.com/default/tabid/11089/Default.aspx>.

If documentation is complete and accurate, reimbursements will usually be made within sixty days.

√	Checklist of Documents Required for Reimbursement
	Itemized list of purchases, expenses, etc. certified with the signature of the appropriate official. Stipulate if reimbursement request is partial or final, and if it is your 1 st , 2 nd , 3 rd etc request. This information, known as performance report, should be submitted on your letterhead.
	Copies of all invoices and matching proof of payment documentation.
	Signed Certificate of Authority form assuring compliance with all local laws regulating and governing the procurement of goods and/or services by competitive bidding. (LWCF Procedural Guide - Appendix C)
	Bid tabulations for competitively bid projects, low bid proposal and copy of signed contract with contractor(s), if applicable.
	Completed Real Estate Acquisition forms (see LWCF Procedural Guide, Section 3), if applicable.
	With your final reimbursement request: Notarized and Recorded Notice of Grant Agreement. (LWCF Procedural Guide – Appendix D)
	With your final reimbursement request: An ‘As Built’ map showing grant assisted facility(s) - please highlight - and all major park elements & adjacent streets. This map can be hand drawn.
	With your final reimbursement request: Photos of project, including a photo of installed LWCF grant acknowledgement sign. Signs may be purchased from ODNR or made by any vendor. See http://www.nps.gov/nrcr/programs/lwcf/pub.htm for logo artwork.
Additional information may be required. See LWCF Procedural Guides for all forms. @ http://www.ohiodnr.com/default/tabid/11089/Default.aspx	

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These steps are *only an overview* of the grant process. For additional detail, please refer to the LWCF Procedural Guide @ <http://www.ohiodnr.com/default/tabid/11089/Default.aspx>