



BUREAU OF RECREATION AND CONSERVATION

Title: ATV and Snowmobile Management Restricted Accounts- Equipment Purchase Grants- Administrative Instructions and Process		
Issued by: The Bureau of Recreation and Conservation (BRC)	Effective Date: 12/5/18 Scheduled Review: Annual	Document Number: 2300-007
Reviewed: 12/14/23	Revised:	
Approved By: Tom Ford, Bureau Director	Program Area: ATV and Snowmobile	

AUTHORITY

Act 18 of 1995, Section 306, Community Recreation and Heritage Conservation. The Department shall have the power to administer Federal and State programs for grants and loans to local governments, municipal authorities and nonprofit organizations for community and regional projects involving the planning, acquisition, rehabilitation and development of public park, recreation and conservation areas, facilities and programs.

SCOPE

Provides directive for administration of the Community Conservation Partnerships Grant Program

PURPOSE

The Department of Conservation and Natural Resources (DCNR) provides grants from the ATV Management Restricted Account and the Snowmobile Management Restricted Account to purchase equipment to construct and maintain facilities that allow the use of ATVs and/or snowmobiles. The following is an overview of DCNR’s grant process for implementing ATV and Snowmobile Equipment Purchase projects. The term “Grantee” refers to an applicant that has been awarded a grant.

POLICY

A. Grant Administration Roles and Responsibilities

1. Local Project Coordinator (LPC)

A LPC is designated by the Grantee and serves as the official contact person for grant administration. All official correspondence will be sent to the LPC. If the LPC changes during the project, the Grantee must provide the assigned Bureau Project Manager with written notification of the change, including the name, title, address, email, and daytime telephone number of the new LPC. If the new LPC does not have a Grants Portal Account, they will need to register as a new user. Click [here](#) for instructions.

2. Bureau Project Manager

A Bureau Project manager is the assigned DCNR staff member serving as the Project Manager to work with the Grantee to successfully complete the grant project. The Project Manager will provide information and technical assistance to the LPC to ensure that the project is completed, that grant program requirements are met, and that the project can be successfully closed out. All correspondence and communications regarding the project should be directed to the Bureau Project Manager.

B. Grant Administration Process

It is the Bureau's intent to provide each Grantee with as much assistance as needed, on a step-by-step basis, to ensure a successful project. The project will be managed through the [DCNR Grants Customer Service Portal \(Grants Portal\)](#). The grant management process is outlined in the Grants Portal Project Checklist and Project Resources and consists of a series of Grantee submissions and Bureau approvals. The standard process for implementing ATV and snowmobile equipment purchase grant is as follows.

1. DCNR Award and Pre-Contracting

- a) DCNR sends Notice of Selection correspondence to the LPC and Chief Elected Official listed in the grant application.
- b) Bureau Project Manager conducts a pre-contracting call with the Grantee to confirm the designated LPC, match, project scope, grant agreement dates, and next steps in the grant process.
- c) DCNR emails a copy of the fully executed Grant Agreement to the Grantee signifying the beginning of the project management process. The Grant Agreement will also be available on the Grants Portal under "Project Resources – Agreements, Amendments and Payments".

2. Project Start-up Correspondence and Initial Conference Call

Note: May run concurrently with the DCNR- Contracting.

- a) The Bureau Project Manager generates a checklist in the Grants Portal and sends project start-up correspondence to the Grantee outlining the initial phase of the grant management process and project requirements. The correspondence will also be available on the Grants Portal under "Project Resources – Correspondence".
- b) Upon receipt and review of the correspondence, the Grantee is to contact the Bureau Project Manager to schedule an initial conference call. During this conference call, the Grants Portal and project issues will be discussed.
- c) Grantee is instructed to review the Grant Agreement, correspondence and access the Grants Portal prior to scheduling a project start-up call with the Bureau Project Manager.
- d) Bureau Project Manager conducts a conference call or in-person meeting with the Grantee LPC and Design Consultant to review the Grant Agreement, Project Checklist, and Grants Portal.
- e) At this time, Grantees should have a list of detailed specifications for the equipment they wish to purchase with their grant award.
- f) After the grant agreement is fully executed, Grantees are strongly encouraged to request a Partial Payment of 90% of the Grant Award through the Grants Portal Payments link.

3. Initial Submission Review and Approval

- a) After the initial conference call is completed, the LPC prepares and uploads the documents outlined in the Project Checklist under "Approval to Proceed."
- b) The Bureau Project Manager will review submissions and either approve or request revisions.
- c) The Grantee shall not proceed with bidding and procurement until the Bureau Project Manager reviews the submissions and provides written authorization to advertise and bid the project.

4. Advertising and Bidding

- a) After the Grantee receives written authorization from the Bureau Project Manager to bid the project, the Grantee is responsible for carrying out the competitive bidding procedures for the project, as outlined in the Project Checklist under "Approval to Proceed."
- b) Grantees are required to use an open and competitive bidding process. See [DCNR-Competitive Bidding Policy](#) for the standards that must be followed.

5. Awarding of Purchasing Contracts and Bureau Approval of Costs

- a) After the Grantee reviews the bid results, they are required to upload a bid/quote tabulation sheet for all bids or quotes received.
- b) The Grantee provides a letter detailing which piece of equipment they intend to purchase, including vendor name and total price.
- d) The Bureau Project Manager will review submissions and either approve or reject the Grantee's selection.
- c) The Grantee must seek prior written approval from the Bureau Project Manager for any changes to the approved project scope of work, budget, and/or timeline.

6. Project Close-Out

- a) Concurrently or shortly after the completion of the project, the Grantee contacts the appropriate Bureau Project Manager.
- b) Grantee must affix a permanent acknowledgement sign that to all equipment purchased, indicating the Department's funding assistance. Choose the appropriate funding source:
 - i. "Funding assistance has been provided by the Department of Conservation and Natural Resources, Bureau of Recreation and Conservation, ATV Management Restricted Account."
 - ii. "Funding assistance has been provided by the Department of Conservation and Natural Resources, Bureau of Recreation and Conservation, Snowmobile Management Restricted Account."
- c) To close out an equipment purchase grant, the grantee, within 60 days of project completion, uploads the required information to the Project Checklist under "Project Close-out" for each piece of equipment. Required documents may include:
 - i. Copy of equipment specifications
 - ii. Copy of invoice(s) and paid check(s) from the grantee
 - iii. Completed [Trail Equipment Tracking Report](#) for each piece of equipment containing the following information:
 - Name, Make, Model, Year, and serial number or identification number
 - Condition of equipment
 - Purchase price or current per unit fair market value
 - Name and address of the place the equipment is being stored
 - Picture of the equipment and equipment storage location
 - Picture of the permanent acknowledgement sign that is affixed to the equipment.
 - Proof of insurance for items over \$5,000.
 - Any other requirements from funding legislation or DCNR policy
- d) After all contractors/invoices have been paid in full and Project Close-out documentation submitted, the Grantee submits a Final Payment Request via the Grants Portal Payments link.
- e) Bureau Project Manager reviews the Final Payment documentation and requested close out documents.
- f) Upon approval of the close out submission, the Bureau Project Manager provides written approval of the final payment to the Bureau Fiscal Unit and the Grantee. Once the final payment is issued, the project is closed.
- g) Final Payment by ACH will be processed within 6-8 weeks of Bureau Project Manager approval.
- h) Grantees must be able to track, house and maintain equipment throughout its useful life in accordance with the BRC Policy on the tracking, maintenance and disposition of construction and maintenance equipment purchased with grant funds.

ADDITIONAL INFORMATION

A. Grant Payments

[See the Payment Request Processing Policy.](#)

B. Interest Income and Refund Grant Funds

All grant funds must be managed in accordance with the terms and conditions set forth in the grant agreement. Please consult your grant agreement and the [Payment Request Processing Policy](#) for specific instructions on depositing and managing grant funds.

C. Project Changes/Grant Agreement Amendments

If there is a need to modify the scope of work, contract timeframe, budget, etc., during the grant project, the Bureau Project Manager will advise the Grantee of the process for requesting an amendment.

D. Record Keeping

It is the responsibility of the Grantee to maintain all original records related to the project for a period of three (3) years from the date of the final payment and made available for a possible program audit. Any costs presented in the summary information, not verifiable by an audit, may be considered an ineligible project cost.

It is important that the Grantee maintain records of all types of approved cash and non-cash costs throughout the grant process, including all project-related invoices and records of payment. The following information should be documented for In-House Staff, Donated Professional Services, and Volunteer Services: Name of Person Performing Work, Day and Date of Work, Description of Work Performed, Hours Worked, Hourly Rate, and Total Value of Work Performed.

E. DCNR Funding Acknowledgment

In accordance with the grant agreement, a permanent funding acknowledgment sign or plaque must be installed and maintained at the project site identifying funding assistance from the DCNR Community Conservation Partnerships Program. The sign must be shown on the drawings and comply with the standard design as outlined in the "[Sign Policy](#)" unless local ordinances or local sign design standards require it differently. Proposed changes must be pre-approved by the DCNR Project Manager.

DISCLAIMER

The policies and procedures outlined in this guidance document are intended to supplement existing requirements. The policies and procedures herein are not an adjudication or a regulation. There is no intent on the part of DCNR to give the rules in these policies that weight or deference. This document establishes the framework within which DCNR will exercise its administrative discretion in the future.

PAGE LENGTH

4 pages

EFFECTIVE DATE

Immediately. This policy is to be reviewed and updated every year.

EXPIRATION

This policy remains in effect until revised or rescinded.

Tom Ford, Bureau Director

12/14/23

Name/Title of Bureau or Office Director

Date