



BUREAU OF RECREATION AND CONSERVATION

Title: Trails Design Only Grant- Administrative Instructions and Process		
Issued by: Bureau of Recreation and Conservation	Effective Date: 3/15/16 Scheduled Review: Annual	Document Number: 2300-035
Reviewed: 12/14/23		Revised: 12/13/18; 12/04/20, 12/12/22
Approved By: Tom Ford, Bureau Director		Program Area: Trails

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 following is an overview of the Department of Conservation and Natural Resources, Bureau of Recreation and Conservation (Bureau) grant process for implementing trail design only 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 on all matters related to the administration of the grant project. 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. It is the Bureau Project Manager’s responsibility to provide information and assistance to the Grantee 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 in 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 trail development grant is as follows.

1. DCNR Award and Pre-Contracting

- a) DCNR sends project start-up 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, ownership and/or control, and next steps in the grant process.
- c) If ownership/control is not already secured, the grantee has up to six months after the grant award to secure ownership or control and provide documentation. The grant agreement will not be processed until the title/easement/lease is submitted and approved by your Bureau Project Manager.
- d) 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) After the grant agreement is fully executed, Grantees are strongly encouraged to request a Partial Payment of 50% of the Grant Award through the Grants Portal Payments link.
- f) Throughout the life of the project, the LPC will receive an email on a regular basis requesting a Progress Report. Progress reports will all be submitted through the Grants Portal.

3. Approval to Proceed Submission Review

- a) Grantee uploads the preliminary submission documents to the Project Checklist in the Grants Portal for Bureau review and approval.
- b) The preliminary submission may include a DCNR Certification of Title form, timeline, budget, draft Scope of Work (SOW), and draft Request for Proposal (RFP).
- c) After consultation with the Bureau Project Manager, Grantee may request an RFP Waiver for In-house Professional Services or other circumstances outlined in the [DCNR Competitive Bidding/Purchasing Policy](#).

4. Approval to Proceed with RFP (as applicable)

- a) Bureau Project Manager reviews and approves the Approval to Proceed submission and sends the Grantee an Approval to Proceed with RFP correspondence with instructions for consultant selection. The correspondence will also be available on the Grants Portal under “Project Resources – Correspondence”.

- b) The RFP must be sent to at least five prospective consulting firms.

5. Post-Bid Submission Review and Approval to Proceed

- a) Grantee uploads the list of consulting firms that responded to RFP, a copy of the selected consultant proposal, a letter outlining the rationale for consultant selection, and a draft Professional Services Agreement to the Project Checklist in the Grants Portal for Bureau review and approval.
- b) Bureau Project Manager reviews and approves the consultant selection and sends the Grantee an Approval to Proceed with Planning Process correspondence with instructions for draft Plan/Deliverables review. The correspondence will also be available on the Grants Portal under Project Resources – Correspondence.
- c) Grantee uploads a copy of the fully executed Professional Services Agreement to the Project Checklist in the Grants Portal.
- d) Grantee is strongly encouraged to request a Partial Payment of 90% of the Grant Award through the Grants Portal Payments link.

6. Project Management

- a) Grantee uploads a copy of the draft Drawings/Deliverables to the Project Checklist in the Grants Portal.
- b) Bureau Project Manager reviews the draft Drawings/Deliverables for compliance with the approved SOW, completeness, and practicality.
- c) Bureau Project Manager may provide written review comments for incorporation into the final Drawings/Deliverables. The written review comments will also be available on the Grants Portal under “Project Resources – Correspondence”
- d) Bureau Project Manager approves the final Drawings/Deliverables and sends correspondence with instructions for the Final Payment Request and project closeout. The correspondence will also be available on the Grants Portal under “Project Resources – Correspondence”

7. Project Close-out Review

- a) Per Article XII of the Grant Agreement, Grantee must submit the DCNR Final Payment Request and associated closeout documentation within 60 days of either completion of the project activities or the end date of the Grant Agreement, whichever occurs first.
- b) Grantee requests a Final Payment through the Grants Portal Payments link and uploads required close-out documents as outlined on the Grants Portal Project Checklist under “Project Close-out.”

8. Final Payment Approval and Project Closeout

- a) Bureau Project Manager reviews and approves the Final Payment Request and associated closeout documentation and sends the Grantee a Final Payment and Project Closeout correspondence outlining the final eligible project costs, approved final payment, and post-completion requirements of the Grant Agreement. The correspondence will also be available on the Grants Portal under “Project Resources – Correspondence”.
- b) Final Payment by check/ACH will be processed within 6-8 weeks of Bureau Project Manager approval.

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. Request for Proposal (RFP) Waiver Requests

For planning projects, consultants must be selected using a competitive Request for Proposals (RFP) process. Upon written request from the Grantee, the Bureau may waive the required RFP process. Waivers will be considered for requests that meet the conditions outlined in the Bureau's [Competitive Bidding/Purchasing Policy](#).

D. 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.

E. 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 planning process. 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.

For all projects, this will include:

- All project-related invoices and records of payment.

Additional documentation may include:

- Original payroll and accounting records relative to In-House Professional Services.
- Activity logs and time sheets relative to Donated Professional and Volunteer Services.
- Signed letters from firms, groups, or persons providing donated professional and/or volunteer services describing the type and amount (i.e. hours and rates) of services provided.

All trail design only forms, guidance documents, and policies may be obtained at the following links:

[Forms and Guidance Documents](#)
[Policies](#)

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

5 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

12/14/2023

Name/Title of Bureau or Office Director

Date