

## Steps to Complete your Land & Water Conservation Fund Grant Project

1. Sign two copies of the state-local project agreement & mail both back to the Ohio Department of Natural Resources (ODNR), Office of Real Estate for ODNR signatures. ODNR will mail you an executed copy of the **signed and executed** state-local project agreement for your records.
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 completed and signed/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 with 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://realestate.ohiodnr.gov/outdoor-recreation-facility-grants> 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 10-point penalty will be deducted on your next LWCF or NatureWorks grant application.
5. Submit all partial & final reimbursement requests to the ODNR Office of Real Estate. See the LWCF Procedural Guide for the necessary forms. <http://realestate.ohiodnr.gov/outdoor-recreation-facility-grants> If documentation is complete and accurate, reimbursements will usually be made within sixty days.

√	<b>Checklist of Documents Required for Reimbursement</b>
	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 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> etc request. This information, known as Performance Report, should be submitted on your letterhead. (LWCF Procedural Guide -Appendix E, F, G & H)
	Copies of all invoices, cancelled checks and/or EFT documentation.
	Bid tabulations for competitively bid projects, low bid proposal and copy of signed contract with contractor(s).
	Completed Real Estate Acquisition forms within LWCF Acquisition Procedural Guide, if applicable.
	With your <b>final</b> reimbursement request: Completed Certificate of Compliance form, assuring project compliance with all applicable laws regulating and governing the procurement of goods and/or services. (LWCF Procedural Guide - Appendix C)
	With your <b>final</b> reimbursement request: Notarized and Recorded Notice of Grant Funding. (LWCF Procedural Guide – Appendix D)
	With your <b>final</b> 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 <b>final</b> reimbursement request: Photos of project, including a photo of installed grant acknowledgement sign. (Signs may be purchased from ODNR, or digital artwork will be provided upon request.)
<b>Additional information may be required. See LWCF Procedural Guides for all forms.</b> <a href="http://realestate.ohiodnr.gov/outdoor-recreation-facility-grants">http://realestate.ohiodnr.gov/outdoor-recreation-facility-grants</a>	

**Questions?** Please contact: Tim Robinson  
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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://realestate.ohiodnr.gov/portals/realestate/pdfs/grants/LWCF/procedural-guide.pdf>**