

Steps to Complete your Nature Works Grant Project

1. Sign the state-local project agreement and 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 **fully signed (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 – Office of Real Estate 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 ODNR 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. If you plan to purchase materials through US Communities, <http://www.uscommunities.org> or an equivalent cooperative government procurement program, please so notify the Office of Real Estate @ timothy.robinson@dnr.ohio.gov
3. Prior to grant assisted land acquisition, you must submit completed appraisal(s) to ODNR for approval. All properties valued at \$25,000 or more must be appraised using a narrative summary or self-contained appraisal conforming to USPAP guidelines and must be prepared by a Certified General Appraiser. Contact the Office of Real Estate for a list of approved appraisers. See the Nature Works Procedural Guide (NWPG) for additional information. <https://ohiodnr.gov/wps/portal/gov/odnr/discover-and-learn/safety-conservation/about-ODNR/real-estate/land-water-grants/natureworks>
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 (see paragraph #3 of your state-local project agreement) please contact the Office of Real Estate. An extension may be granted, but a one-time point penalty per six-month extension will assessed on your next grant application.
5. Submit all partial and final reimbursement requests to the ODNR Office of Real Estate. See the NWPG: <https://ohiodnr.gov/wps/portal/gov/odnr/discover-and-learn/safety-conservation/about-ODNR/real-estate/land-water-grants/natureworks> for the necessary forms. If documentation is complete and accurate, reimbursements will usually be made well within 45 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. (NWPG -Appendix D)
	Copies of all invoices, cancelled checks and/or EFT documentation.
	Completed Real Estate Acquisition forms within Nature Works procedural guide, if applicable.
	If applicable, bid tabulations for competitively bid projects, low bid proposal and copy of signed contract with contractor(s).
	With your final reimbursement request: Signed Certificate of Compliance form assuring compliance with all local laws regulating and governing the procurement of goods and/or services by competitive bidding. (NWPG - Appendix B)
	With your final reimbursement request: Notarized and Recorded Notice of Grant Funding. (NWPG – Appendix C)
	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: Project photos and photo of installed NatureWorks sign. Signs may be ordered from ODNR or artwork will be provided upon request.
Additional information may be required. See Nature Works Procedural Guide for all forms. https://ohiodnr.gov/wps/portal/gov/odnr/discover-and-learn/safety-conservation/about-ODNR/real-estate/land-water-grants/natureworks	

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These steps are *only an overview* of the grant process. For additional detail, please refer to the Procedural Guide <https://ohiodnr.gov/wps/portal/gov/odnr/discover-and-learn/safety-conservation/about-ODNR/real-estate/land-water-grants/natureworks>