

**COMMONWEALTH OF PENNSYLVANIA**  
**Department of Conservation and Natural Resources**  
**Revised: 12/15/2009 10:00 AM**

***Bureau of Recreation and Conservation (BRC)***  
***Administrative Policy/Grant Guidelines***

**SUBJECT:** Acquisition Project Management Process Policy

**EFFECTIVE DATE:**

**BACKGROUND:** DCNR follows a standard process for managing acquisition grant projects. The policy below details this standard process.

**POLICY:**

**A. Summary of Standard Grant Project Administrative Steps:**

- Grant award letter from Department
- Part 1 letter from Bureau Project Manager
- One-on-one meeting or conference call with Bureau Project Manager if requested by Bureau or grantee.
- Bureau preparation and execution of grant agreement (simultaneous with other steps)
- Grantee responds to items listed in Part 1 letter
- Part 2 letter from Bureau Project Manager addressing items received and will give approval to proceed as long as everything is satisfactory.
- Purchase of property/easement (settlement)
- Submittal to the Bureau of required documents (listed in Part 1 and Part 2 letters) and request for final grant payment
- Bureau review of documentation and authorization of final grant payment

**Note: If a Waiver of Retroactivity was received for the project normally the Part 1 letter and Part 2 letter will be combined.**

**Grant Award Letter:**

Purpose: The purpose of the grant award letter is official notification to the C2P2 grant Applicant they have been awarded a C2P2 Grant and give a brief introduction to the grant process.

**Part 1 Letter:**

Time Frame: Completed 3-4 weeks following grant award announcement.

Purpose: The purpose of the Part 1 letter is to introduce the Bureau's Project Manager, provide a packet of information and procedures titled "Administrative Issues", establish or waive, the One on One Meeting/Conference Call, list items to be provided or addressed and provide appropriate payment request forms.

- 1) Establish a time and place for a one-on-one meeting/conference call to review the grant process with the Grantee and for the Bureau Project Manager to gain a better understanding of the project. For Grantees with experience in the C2P2 Grant Program the one-on-one meeting/conference call may be waived.
- 2) Provide the "Administrative Issues": hand out which summarizes the acquisition grant process.
- 3) Provide "DCNR" non-conversion language for deeds and easements.
- 4) List of items to be addressed or submitted to the Bureau to continue the grant process.
  - a) Second appraisal. (The second appraisal may be waived at the Department's discretion if the awarded grant is a small percentage of the total appraised value of the acquisition or easement.)
  - b) Survey or subdivision plat that shows the property boundary bearings and distances (metes and bounds) for all the property or easement acquired under the grant project, showing all easements and rights-of-ways of record and includes a calculation of acreage. This is an on the ground survey that is performed by a PA Registered Land Surveyor to include their seal, signature and is acknowledged to be true and correct to the best of their knowledge.
  - c) Copy of draft agreement of sale and draft deed if applicable.
  - d) Copy of draft easement, if applicable.
  - e) Phase I Environmental Assessment report, if required. Past use of the property may necessitate a Phase I Environmental Assessment.
  - f) Copy of PNDI receipt and record of further actions, correspondence, clearances or conservation measures as applicable.
  - g) Title Search and Title Insurance: Appraisals need to clearly indicate the spectrum of interests/rights appraised. The inclusion or exclusion of rights appraised including but not limited to surface, mineral (coal and hard mineral), oil and gas, wind, timber, etc. needs to be clearly disclosed. A title search and title insurance will be required prior to project completion and closeout. Grantees are strongly encouraged to complete this prior to the appraisal being ordered and conducted.
  - h) Miscellaneous items such as future disposition or use of existing buildings and/or future plans for any agricultural activity on the property or easement. May also address who will ultimately hold title to the land if someone other than grantee.
- 5) Provide the Grantee with the appropriate payment request forms.
  - a) Provide the Grantee with an Advanced Payment Request Form (for a non-profit) or a Partial Payment Request Form (for a municipality) to request 50% of the grant amount.
  - b) Grantee should be advised all payment forms should be signed in blue ink. This enables the Comptroller to easily recognize the signature as original. Payment forms listed above should be mailed separate of other correspondence and addressed to the Bureau Fiscal Unit for processing. Direct questions on status of grant agreement or payments to:  
Fiscal Unit – phone number: (717) 783-2656 or  
email: [lquinones@state.pa.us](mailto:lquinones@state.pa.us)

- c) Grantee should also be advised of the payment procedure specific to the grant (i.e. Land & Water Conservation Fund) and any interest income requirements for the specific grant funding sources.

### **One on One Meeting/Conference Call:**

Time Frame: Meeting held 3-4 weeks after Part 1 Letters are mailed.

Purpose: The purpose of the One on One Meeting/Conference Call is to meet with the Grantee to discuss any questions regarding the “Administrative Issues” attachment with the Part 1 Letter, to review the project in more detail so the Project Manager has a complete understanding of the project and to review the specific details pertinent to the grant funding source.

1. Bureau Project Manager shall schedule either several meetings with Grantees over one or two days, as practicable, near Harrisburg at a Commonwealth owned facility, such as the Bureau of Topographic and Geologic Survey or conference calls as the situation warrants.
2. Bureau Project Manager shall have the file and blank contract for reference.
3. Bureau Project Manager and Grantee shall discuss the specific project, questions on “Administrative Issues” and items peculiar to the specific grant funding source.

The Bureau Project Manager can waive the one-on-one meeting/conference call if the Grantee is experienced with the C2P2 Grant Program and the Bureau Project Manager understands the project. Specific questions the Bureau Project Manager may have can be clarified by a conference call.

### **Approval to Proceed:**

The Grantee shall not proceed with the execution of any agreement of sale, easement or deed without an executed Grant Agreement and review of a draft of the document and approval to proceed with the transaction. The review of the documents and approval to proceed helps ensure that no restrictive covenants or conditions that conflict with the grant are included in the document and that the appropriate “DCNR” non-conversion language is included in the deed or easement.

**Unless the Grantee has received a written Waiver of Retroactivity, the Grantee will not receive approval to proceed with the purchase of land or easement until they have performed the following:**

- The Grantee attended a “one on one meeting or conference call if requested by the Bureau.
- The Grantee received a fully executed grant agreement from the Bureau.
- The Grantee responded to all items requested in the Part 1 letter.
- The Grantee received approval of draft easement, draft deed or draft agreement of sale, as applicable.

**Note: To emphasize, all proposed easement agreements and agreements of sale must be reviewed and approved by the Bureau before proceeding with the execution of the agreement.**

## **Part 2 Letter:**

**Time Frame:** Letter mailed within 3 weeks of approval of deed or easement and receipt of items requested in Part 1 Letter

**Purpose:** The purpose of the Part 2 letter is to confirm the receipt of the items requested in the Part 1 Letter, authorize the Grantee to proceed with acquisition of the deed or easement, confirm number of acres and purchase price of the property/easement to be acquired, explain limitations on the grant money, list items required to successfully close out the project and provide the appropriate Payment Request Form.

- 1) Payment Request Forms
  - a) When settlement has been scheduled a Partial Grant Payment up to 90% of the eligible grant amount may be requested by the Grantee and the Partial Payment Request Form is attached to the Part 2 Letter.
    - ✚ Mail Partial Payment Form to the Fiscal Unit with a cover letter notifying the Bureau of the actual settlement day or proposed timeframe for settlement (ex. end of October 2008).
    - ✚ 10% of the grant amount is withheld in the event of an under run and to ensure all items requested in the Part 1 and Part 2 letters have been submitted.
  - b) If a settlement will occur shortly after the Grantee receives the approval to proceed, provide the Grantee with a Final Payment Request Form.
- 2) List of items required to successfully closeout the project.
  - a) Copy of recorded deed or easement containing DCNR conversion language.
  - b) Settlement statement.
  - c) Remaining items from Part 1 Letter.
  - d) Final Payment Request Form signed in blue ink. This is the only payment request form that is mailed to the Bureau Project Manager.

## **Settlement and Bureau Review of Settlement Documents and Final Payment Request:**

**Time Frame:** Review documents and Final Payment Request within 3 weeks of receipt.

**Purpose:** The purpose of the review is to ensure all information regarding the settlement and final payment are submitted by the Grantee. The review of the settlement documents and items required in the Part 1 & 2 Letters for completeness allows the Bureau Project Manager to sign the final payment request form and close out the project.

- 1) Review Settlement Documents and Outstanding Items from Part 1& 2 Letters.
  - a) Copy of recorded deed or easement containing DCNR conversion language.  
Note: If the deed does not contain the DCNR conversion language, the Grantee must obtain and forward a recorded copy of a Corrective Deed.)
  - b) Settlement statement (if one was used for the transaction).
  - c) Remaining items from Part 1 Letter.
  - d) Final Payment Request Form signed in blue ink.
- 2) Authorize Final Payment.

- a) If the Bureau Project Manager has all items required, they will complete and sign the Final Payment Request Form and forward to the Fiscal Unit for Processing.
- b) Bureau Project Manager will organize file according to the Grant Project File Folders – Filing Procedures and note final payment in the data base.
- c) Once the final payment is mailed, the project is closed out (file is moved to archives and project in the data base is marked closed).

This policy remains in effect until revised or rescinded.