

**COMMONWEALTH OF PENNSYLVANIA**  
**Department of Conservation and Natural Resources**  
**Revised: 9/25/09 1:06 P.M.**

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

**SUBJECT:** Development Project Management Process

**EFFECTIVE DATE:** 10/5/09

**Background:**

The following provides an overview of the Bureau's grant process for implementing development grant projects. The term "grantee" is used to refer to the grant applicant that has been awarded a grant. The Local Project Coordinator designated on the grant application will be the Bureau's primary contact and the person to whom Bureau correspondence will be sent. We will rely on the Local Project Coordinator to keep the appropriate local parties informed and involved in the process on behalf of the grantee. If the Local Project Coordinator changes, the Bureau must be notified immediately in writing with the name and contact information for the new local project manager.

It is BRC's intent to provide each grantee with as much assistance as needed, on a step-by-step basis, to ensure a successful project. There are steps when the grantee must wait for DCNR's review and approval before proceeding to the next step. The standard process for implementing a development grant is as follows:

**1. DCNR/Community Contracting Stage**

- DCNR sends a "notice-of-selection" letter to the grantee.
- A fully executed copy of the Grant Agreement is returned to the grantee by DCNR, signifying the beginning of the project management process.

**2. Application Review and Comment Stage**

*Note: This stage can be concurrent with the DCNR/Community Contracting Stage.*

- The grantee receives a letter from their designated DCNR Project Manager, providing application review comments along with a series of attachments to assist the grantee and their design consultant to prepare the Design Submission for DCNR Review and Approval.
- The grantee, either via one-on-one consultation or telephone discussion with the DCNR Project Manager, reviews project comments provided on the grant application by DCNR

and is informed of the grant process. During the one-on-one consultation or telephone call, questions project issues with DCNR Instructions, Forms, & Submission Checklist(s) are discussed. Grantees are requested to review these instructions, forms and the Submission Checklist with their selected design consultant and/or their Solicitor/Attorney prior to consultation with DCNR.

- After the grant agreement is fully executed, grantees are informed in the application review letter that they are eligible for and strongly encouraged to accept a partial payment of 50% of the grant amount.

### **3. Design Submission Review and Approval Stage**

- After the grantee and the design consultant have had the initial consultation with their DCNR Project Manager, the design consultant prepares a new or revised design submission (from the one submitted at time of application) for the designated DCNR Project Manager to review and approve.
  - ◇ If the design submission is acceptable or if there are minor design issues, DCNR will provide written authorization for the grantee to advertise and bid the project and inform the grantee of the next steps in the grant process.
  - ◇ If there are major design issues, DCNR will provide review comments and request a second submittal of the design submission for approval.

### **4. Advertising, Bidding, and Awarding of Construction/Materials Contracts Stage**

- After the grantee receives written authorization from DCNR to advertise and bid the project, the grantee and/or their design consultant are responsible for advertising and bidding the project. Once the bids are received the local project coordinator is responsible for informing the DCNR Project Manager of the bid results.
- After the grantee, design consultant, and Solicitor/Attorney have reviewed the bid results, and if the award of the construction/materials contract(s) will be awarded to the lowest qualified responsible bidder(s), the DCNR Project Manager will provide verbal authorization to award contracts and will request a copy of those contracts for our Approval of Costs Stage.
- If the Grantee is a political subdivision or other entity for which open and competitive bidding procedures have been established by law, the Grantee shall comply with those procedures if they are applicable to the project being funded with grant funds. If the grantee is a non-profit, profit or any organization not covered by law, the Grantee must use open and competitive bidding procedures in awarding any and all grants, sub-grants, contracts, subcontracts or other agreements for construction, reconstruction, demolition, alteration and/or repair, or acquisition of machinery and equipment where the total project cost is in excess of \$10,000. The Department may require the Grantee to submit proof of compliance with said procedures. Upon written request and for good cause shown, the Department may, at the Department's sole

discretion, permit the Grantee to use an alternative procedure for solicitation of bids not inconsistent with law.

## 5. Approval of Costs Stage

- Upon receipt of a copy of the awarded construction/materials contract(s), the DCNR Project Manager will provide written approval of the costs and authorize, in writing, the grantee to proceed with construction on the project.
- Upon receipt of DCNR's written approval of costs letter, the grantee is strongly encouraged to request a partial payment and may receive up to 90% of the grant funds awarded to the grantee. **Note:** *The payment request must be submitted on the Partial Payment Request form provided with the approval of costs letter from the designated DCNR Project Manager.*

## 6. Close-out Stage

- A Final Payment Request form will be enclosed with the approval of costs letter provided by the DCNR Project Manager. It is to be completed by the grantee and/or the design consultant upon completion of construction of the project and after all of the contractors have been paid in full.
- Concurrently or shortly after the completion of the project, the grantee is responsible for contacting the appropriate DCNR Regional staff to schedule an on-site inspection of the completed project.
- With the Final Payment Request form, your design consultant will be responsible to provide a letter certifying that the final construction of the project was completed in accordance with the plans and specifications approved by DCNR. This is referred to as a consultant certification letter.
- Upon receipt and satisfactory review of the Final Payment Request form and associated documentation, and a satisfactory on-site inspection report from the DCNR Regional staff, the DCNR Project Manager will provide the grantee with a written final payment letter, authorizing the final payment due the grantee. This will close-out the project.

This policy remains in effect until revised or rescinded.