

**COMMONWEALTH OF PENNSYLVANIA**  
**Department of Conservation and Natural Resources**

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

**SUBJECT:** Development Project Management Process

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

**REVISED DATE:** 3/1/12

**Background:**

The following is an overview of the Bureau's grant process for implementing development grant projects. The term "**Grantee**" refers to a 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 Coordinator.

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 requiring the Grantee to 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 Contracting Stage**

- DCNR sends a "notice-of-selection" letter to the Grantee (Chief Elected Official).
- 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- 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.

- Upon receipt and review of this letter, the Grantee is to contact the DCNR Project Manager to establish either a meeting or telephone discussion, to include the Design Consultant and Project Coordinator. During this meeting/conference call, the grant process, project issues and related comments from the review letter and the Instructions, Forms, & Submission Checklist will be discussed. Grantees are reminded 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 the design submission for the 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 will 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 revised design submission for review and 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 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.
- **If the Grantee is a Non-Profit, For-Profit or any organization not covered by bidding laws**, the Grantee must use open and competitive purchasing procedures in awarding all grants, sub-grants, contracts, subcontracts or other agreements for construction, reconstruction, demolition, alteration and/or repair, or acquisition of

machinery and equipment. The Grantee shall make purchases in accordance with the Organization's individual, established competitive purchasing policies and procedures for making those purchases. **The Department may request a copy of the Organization's established competitive policies and procedures for review.**

**If the Organization does not have established open and competitive purchasing policies and procedures** relating to the use of public funds the Organization has the option to establish competitive purchasing policies and procedures for our review and approval or use the Municipal Bidding base amounts established by law and outlined in this **Section- Public Advertising and Bidding.**

**If other state or federal funds are being used by the Organization as a match for the DCNR project and competitive purchasing procedures are to be used, please provide this documentation to the Department.**

#### 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 written authorization for 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/invoices have been paid in full. **In accordance with the Grant Agreement, the Final Payment Form and close-out documents are to be supplied by the Grantee within 60 days of project completion.**
- 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 the final Consultant Certification Letter.
- Upon receipt and satisfactory review of the Final Payment Request form and associated documentation, as well as, 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.