SUBJECT: ATV and Snowmobile Management Restricted Accounts - Equipment Purchase Grants- Administrative Instructions and Process

EFFECTIVE DATE: 12/5/18

Background:

DCNR provides grants from the ATV Management Restricted Account and the Snowmobile Management Restricted Account to purchase equipment to construct and maintain facilities that allow the use of ATVs and/or snowmobiles.

The following is an overview of the Bureau’s grant process for Equipment purchase projects funded under the ATV Management Restricted Account and the Snowmobile Management Restricted Account. The term “Grantee” refers to an 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 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.

The Bureau assigns a staff member to serve as the Project Manager to work with the Local Project Coordinator to successfully complete the grant project. It is the Bureau Project Manager’s responsibility to provide information and assistance to the Grantee to ensure that the project is completed, that grant program requirements are met, and that the project can be successfully closed out. All correspondence and communications regarding the project should be in an electronic format and directed to the Bureau Project Manager.

At several points during the grant management process the Bureau Project Manager must review and approve documents before the Grantee may proceed to the next stage. The standard process for implementing an equipment purchase project is outlined below.

Policy

1. Bureau Award Notification and Contracting
   - The Bureau sends a “notice-of-selection” letter to the Chief Elected Official listed in the grant application.
• Bureau Project Manager conducts a pre-contracting call with the Grantee to confirm the designated Local Project Coordinator, match, project scope, grant agreement dates, and next steps in the grant process.
• A fully executed copy of the Grant Agreement/Contract is sent electronically, via email, to the Local Project Coordinator. This signifies the beginning of the project management process.

2. **Initial Project Start-up Letter and Initial Conference Call**

• At this stage, Grantees should have a list of equipment they wish to purchase with the grant award.

• The Bureau Project Manager sends a start-up letter electronically, via email, to the Local Project Coordinator. This letter provides guidance information and is accompanied with Bureau required forms and attachments.

• Upon receipt and review of the start-up letter, the Grantee is to contact the Bureau Project Manager to schedule an initial conference call. During this conference call, the grant process, project issues and related comments from the start-up letter and attachments will be discussed. The Grantee should review these documents prior to the initial conference call with the Bureau Project Manager.

• After the grant agreement is fully executed, Grantees are eligible to receive an initial partial payment. This is outlined and discussed in the initial project start-up letter and during the conference call. Grantees are strongly encouraged to complete the *Partial Payment Request* form requesting 90% of the total grant amount and return to the bureau’s Fiscal Unit via the email address on the form within two weeks of receiving the fully executed grant agreement.

3. **Advertising and Bidding**

• After the Grantee receives written authorization from the Bureau Project Manager to advertise and bid the project, the Grantee is responsible for advertising and bidding the project as discussed in the Competitive Bidding Policy. Once the bids are received, the Local Project Coordinator is responsible for providing the Bureau Project Manager the bid results for review and approval.

• If the Grantee is a political subdivision or other entity for which open and competitive bidding procedures have been established by law, to include the Municipal Code, the Grantee shall comply with those procedures, as applicable to the project being funded. Reference the start-up letter for specific bidding thresholds for Pennsylvania municipal authorities and municipalities.

• See [DCNR- Competitive Bidding Policy](#)

4. **Awarding of Purchasing Contracts and Bureau Approval of Costs**
After the Grantee, have reviewed the bid results for eligible and ineligible costs and compliance with the Municipal Code and/or other applicable laws and regulations, and have discussed and addressed all issues with the Bureau Project Manager, the Bureau Project Manager provides written authorization to award the bid. It is expected that the award of the contract(s) be made to the lowest qualified responsible bidder(s).

The Grantee sends an executed purchasing contract to the Bureau Project Manager.

The Grantee must seek prior written approval from the Bureau Project Manager for any changes to the approved project scope of work, budget, and/or timeline.

5. **Project Close-Out**

- Concurrently or shortly after the completion of the project, the Grantee contacts the appropriate Bureau Project Manager.

- Grantee must affix a permanent acknowledgement sign that to all equipment purchased, indicating the Department’s funding assistance. Choose the appropriate funding source:
  - “Funding assistance has been provided by the Department of Conservation and Natural Resources, Bureau of Recreation and Conservation, ATV Management Restricted Account.”
  - “Funding assistance has been provided by the Department of Conservation and Natural Resources, Bureau of Recreation and Conservation, Snowmobile Management Restricted Account.”

- To close out an equipment purchase grant, the grantee must provide the following information for each piece of equipment:
  - A signed copy of the Final Payment Request Form.
  - Copy of equipment specifications
  - Copy of invoice(s) and paid check(s) from the grantee
  - Completed Trail Equipment Tracking Report for each piece of equipment containing the following information:
    - Name, Make, Model, Year, and serial number or identification number
    - Condition of equipment
    - Purchase price or current per unit fair market value
    - Name and address of the place the equipment is being stored
    - Picture of the equipment and equipment storage location
    - Picture of the permanent acknowledgement sign that is affixed to the equipment.
    - Proof of insurance for items over $5,000.
    - Any other requirements from funding legislation or DCNR policy

- After all contractors/invoices have been paid in full, the Grantee submits a completed *Final Payment Request* form and requested close out documents **within 60 days of project completion**.

- Applicants may request up to 100% reimbursement of the actual costs for the equipment. If local match is committed to the project, it must be cash.
• Bureau Project Manager reviews the *Final Payment Request* form and requested close out documents.

• Upon approval of the close out submission, the Bureau Project Manager provides written approval of the final payment to the Bureau Fiscal Unit and the Grantee. Once the final payment is issued, the project is closed.

• Grantees must be able to track, house and maintain equipment throughout its useful life in accordance with the BRC Policy on the tracking, maintenance and disposition of construction and maintenance equipment purchased with grant funds.

All original records related to the project shall be maintained for a period of three (3) years from the date of the final payment and made available for a possible program audit. Any costs presented in the summary information, not verifiable by an audit, may be disallowed as an eligible project cost.

All forms, guidance documents, and policies may be obtained at the following links:


This policy remains in effect until revised or rescinded.