

# 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), Division of Real Estate and Land Management (REALM) for ODNR signatures. When you receive your copy of the **signed and 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. In accordance with ORC General Provisions 9.231, all contracts of \$25,000 or more must be competitively bid, unless provisions of state law waive this requirement. Before advertising for bids or contractually obligating for construction, all plans and specifications must be reviewed and approved by ODNR - REALM. 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 the Grant Manager 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.
3. Prior to grant assisted land acquisition, submit completed appraisals 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 Grant Manager for a list of approved appraisers. The Nature Works Procedural Guide (NWPG) contains additional information. <http://www.ohiodnr.com/default/tabid/11089/Default.aspx>.
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 (underlined and bolded on the state-local project agreement) please contact the Grant Manager. An extension may be granted, but there may be a one time two point penalty assessed against your next grant application.
5. Submit all partial and final reimbursement requests to ODNR–REALM. See the NWPG for the necessary forms. <http://www.ohiodnr.com/default/tabid/11089/Default.aspx>. If documentation is complete and accurate, reimbursements will usually be made within thirty 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 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> etc request. This information, known as performance report, should be submitted on your letterhead. (NWPG - Appendixes N, M & O)
	Copies of all invoices, cancelled checks and/or EFT documentation.
	<b>If applicable</b> , a signed Certificate of Authority form assuring compliance with all local laws regulating and governing the procurement of goods and/or services <b>by competitive bidding</b> . (NWPG - Appendix C)
	Bid tabulations for competitively bid projects, low bid proposal and copy of signed contract with contractor(s).
	Completed Real Estate Acquisition forms within Nature Works procedural guide, if applicable.
	With your <b>final</b> reimbursement request: Notarized and Recorded Notice of Grant Agreement. (NWPG – Appendix L)
	With your <b>final</b> 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 <b>final</b> reimbursement request: Photos of project, including a photo of installed grant acknowledgement sign. Signs may be ordered for \$72 (incl. shipping) from ODNR-REALM by emailing <a href="mailto:param.johar@dnr.state.oh.us">param.johar@dnr.state.oh.us</a> , or digital artwork will be provided upon request.
<i>Additional information may be required. See Nature Works Procedural Guide for all forms.</i> @ <a href="http://www.ohiodnr.com/default/tabid/11089/Default.aspx">http://www.ohiodnr.com/default/tabid/11089/Default.aspx</a>	

4-22-09

These steps are *only an overview* of the grant process. For additional detail, please refer to the Nature Works Procedural Guide @ <http://www.ohiodnr.com/default/tabid/11089/Default.aspx>