

Louisiana Office of State Parks

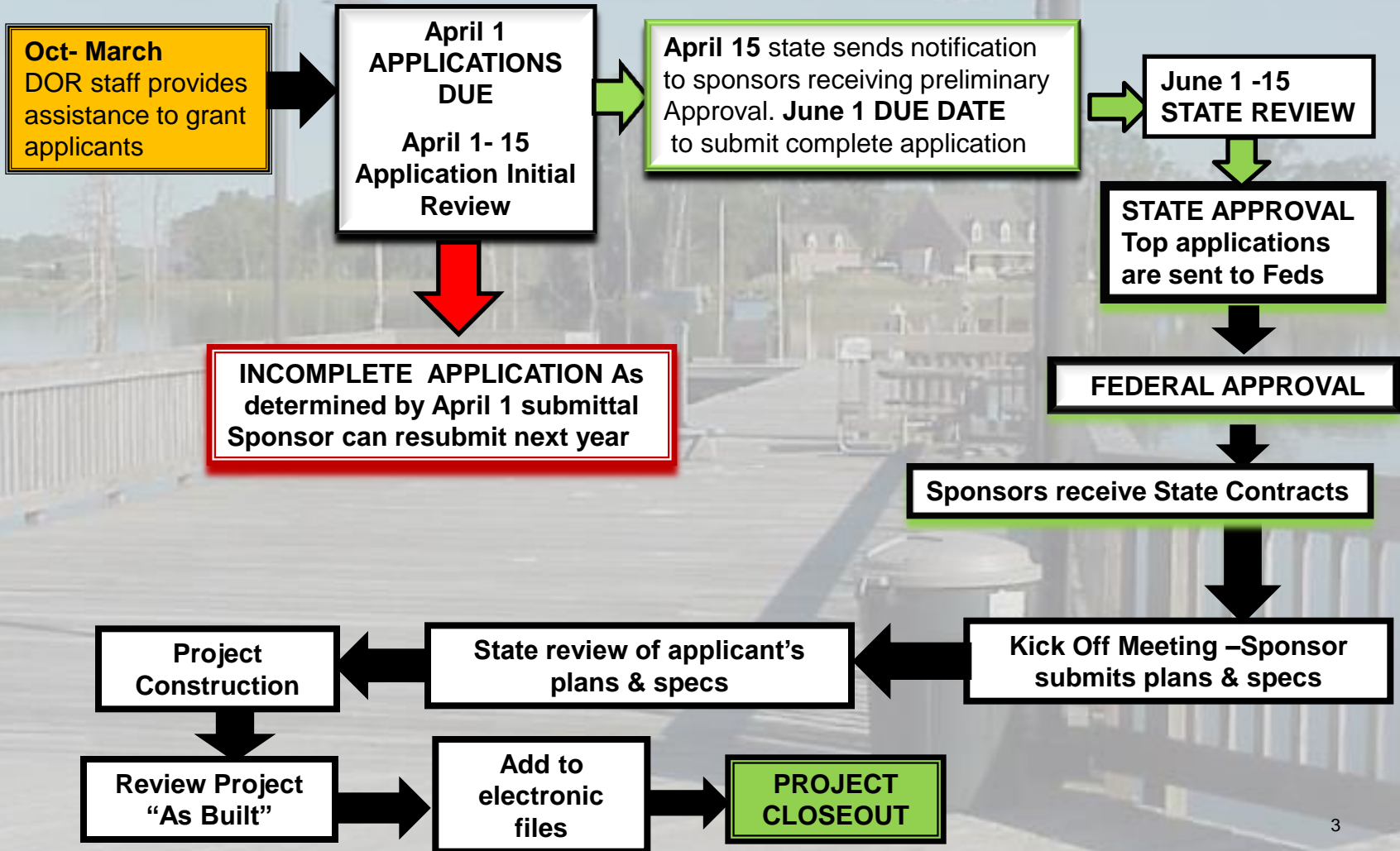
Division of Outdoor Recreation LWCF Grant Process



THE GRANT APPLICATION PROCESS

- 1) April 1 – Annual due date for Preliminary Application:** Sponsors submit basic documents for state review. See required document list for April 1.
- 2) April 1-15 Preliminary Review:** Notification to project sponsors April 15 state requests sponsors of eligible applications to submit further refined documents for consideration. Ineligible projects may resubmit next year.
- 3) June 1 –July 15 State Review:** Projects scored per OPSP & submitted for SPARC review. Low scoring projects may resubmit next year.
- 4) August - Sept State Submittal to Feds:** Top projects proceed to Feds for Review (Date TBA – Based on Federal notice of annual apportionment for La.)
- 5) 30-90 Day Process -Federal Review:** Rejected projects may resubmit next year.
- 6) TBA - Upon Federal Approval:** State awards contracts to project sponsors

Grant Application Process



THE GRANT AGREEMENT PROCESS

Step 1

Sign and return the state agreement checklist items

State Agreement Checklist:

- State Agreement
- Resolution
- Maintenance Agreement
- Certificate of Understanding
- Federal Requirements
- Certificate of Compliance

PLAN & SPECIFICATIONS REVIEW

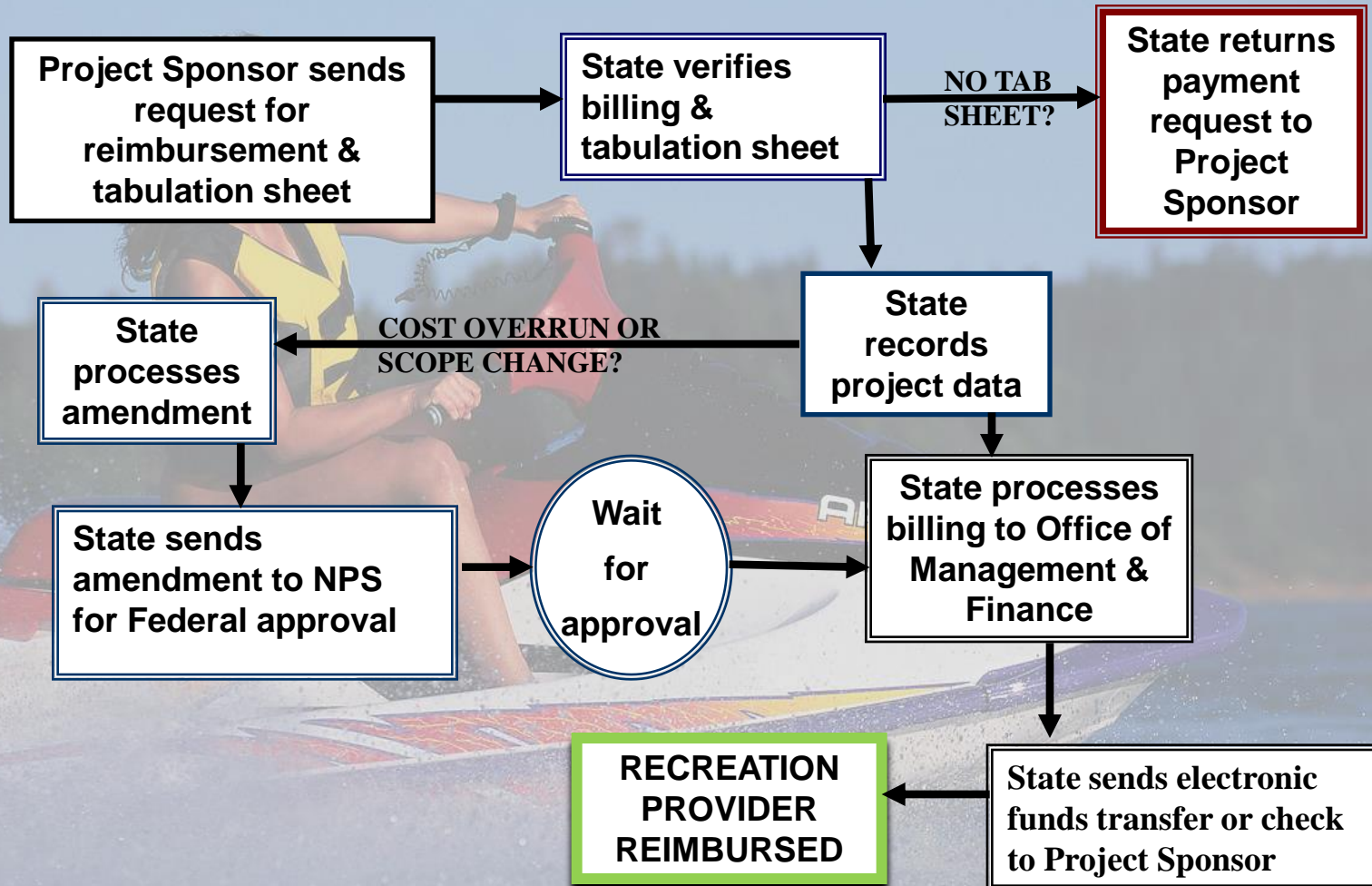
- Sponsors submit construction documents for state review
- State P/S Review (30 days max)
- Sponsors make recommended project changes if any
- Sponsors sign & return Preconstruction Review to state
- Sponsors can now advertise for bids

PROCEDURES FOR REIMBURSEMENT REQUESTS

ITEMS REQUIRED PRIOR TO FIRST BILLING

- Signed Preconstruction Review
- Signed State project Agreement
- Copy of Newspaper bid advertisement
- Phone or faxed Materials and Labor Quotes (if required)
- Written confirmation of accepted offer
- Bid Tabulations
- Copy of Signed Contract
- Architect, landscape architect or engineer's contract if used

Grant Reimbursement



FORCE ACCOUNT OR IN-KIND SERVICES

- List of materials and cost estimate (break out labor & materials)
- Development Plan showing where work will be done
- Time Sheets & certified payroll register & signatures
- Invoices & purchase orders for materials used & copy of cancelled checks
- Project Data sheet
- Verification Sheet

DEVELOPMENT PROJECTS

- Copy of Invoice
- Copy of signed check (both sides showing endorsement)
- Project Data Sheet

* Projects may be billed monthly. Project closeout to occur a minimum of 30 days prior to project expiration.

ACQUISTION PROJECTS

- Appraisal consistent with Uniform Standards for Federal Land Acquisitions (USAFLA) & Uniform Standards of Professional Appraisal Practice (USPAP). State will provide review
- An attorney's opinion of title or copy of title insurance
- Letter of Just Compensation
- Copy of Cash Sale Deed
- Copy of check issued for land purchase
- Statement of Differences in Value (if necessary)
- Boundary Map with metes and bounds (legal description must match that of deed or fall within purchased property and be identified as LWCF 6(f) boundary)

DONATION PROJECTS

- Appraisal consistent with Uniform Standards for Federal Land Acquisitions (USAFLA) & Uniform Standards of Professional Appraisal Practice (USPAP). State will provide review
- Boundary Map with metes and bounds (legal description must match that of deed. LWCF 6(f) boundary identified
- An attorney's opinion that you have a good and merchantable title, or a copy of the title insurance.
- Copy of the Deed.

NOTE:

- *Any item purchased with a PURCHASE ORDER must have a copy of that P.O. attached.
- *Each request for reimbursement must include a Billing Verification Sheet indicating that you have included all required documentation for that billing. (Form is provided)
- *ADHERANCE TO THESE PROCEDURES WILL ALLOW TIMELY REIMBURSEMENTS