



# Recreational Trails Program

## 2014 Project Manual

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Tennessee Department of Environment and Conservation  
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- C – Flow Charts for Review Items

## LEGISLATIVE AUTHORIZATION

### *Recreational Trails Program (RTP)*

The Recreational Trails Program (RTP) provides funds to the States to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. Each State administers its own program, usually through a State resource agency.

#### **Eligible Projects**

The [Moving Ahead for Progress in the 21st Century Act](#) (MAP-21) reauthorized the Recreational Trails Program (RTP) through Federal fiscal years 2013 and 2014 as a set-aside from the [Transportation Alternatives Program](#) (TAP). MAP-21 also authorized recreational trails as eligible projects under the [TAP](#) and under the [Surface Transportation Program](#) (STP). Eligible projects are:

- Maintenance and restoration of existing recreational trails.
- Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails.
- Purchase and lease of recreational trail construction and maintenance equipment.
- Construction of new recreational trails (with restrictions for new trails on Federal lands).
- Acquisition of easements and property for recreational trails or recreational trail corridors.
- Assessment of trail conditions for accessibility and maintenance.
- Development and dissemination of publications and operation of educational programs to promote safety and environmental protection related to the use of recreational trails, including supporting non-law enforcement trail safety and trail use monitoring patrol programs, and providing trail-related training (limited to 5 percent of a State's apportionment).
- State costs incurred in administering the program (limited to 7 percent of a State's apportionment). [RTP administrative costs are not allowable in a fiscal year if the Governor opts out of the RTP for that fiscal year.]

States are encouraged to enter into contracts and cooperative agreements with qualified [youth conservation or service corps](#).

**Recreational Trails Program Webpages:** [www.fhwa.dot.gov/environment/recreational\\_trails/](http://www.fhwa.dot.gov/environment/recreational_trails/).

**Program Guidance:** [www.fhwa.dot.gov/environment/recreational\\_trails/guidance/](http://www.fhwa.dot.gov/environment/recreational_trails/guidance/)

This page links to the RTP Guidance, other relevant FHWA procedures, financial management, accessibility, and summaries of State practices. The RTP Guidance webpage is consistent with the [Transportation Alternatives Program](#) webpage. Some resources applicable to the RTP may be labeled **Transportation Alternatives Program**, and some resources applicable to TAP may be labeled **Recreational Trails Program**. These programs can and should work together toward common goals. TAP and RTP program managers should work together

## DEFINITIONS

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### 1.00 DEFINITIONS

ISSUE DATE: AUGUST 26, 2014

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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The following definitions apply to terms as they appear in these policies.

**ACCOUNTING TECHNICIAN:** The Recreation Educational Services Division (RES) staff member responsible for processing reimbursement requests.

**ACKNOWLEDGEMENT SIGN:** Required signage displayed at grant site during construction and a permanent sign when the project is complete. The sign recognizes the funding sources.

**AMERICANS WITH DISABILITIES ACT (ADA):** The ADA extends federal civil rights protection to people who are considered “disabled”. Its purpose is to eliminate discrimination against individuals with disabilities. <http://www.ada.gov/>.

**AMENDMENT:** A formal revision of the grant contract requiring the signatures of both the grantee’s authorized representative and the Commissioner of the Tennessee Department of Environment and Conservation (TDEC).

**APPRAISAL:** An evaluation performed by a licensed and certified real estate appraiser to establish the fair market value of a specified parcel of land. A written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of *fair market* value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

**ATTACHMENT A:** The budget portion of the grant contract.

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH FORM):** A form which is submitted with the grant contract which enables funds to be deposited electronically into the grantee’s account. A voided check or deposit form should be included with the form.

**AUTHORIZED SIGNATURE:** The signature of the grantee’s representative, usually the local or County Mayor, or the Commissioner of TDEC, whichever is appropriate for the situation.

**BILLINGS:** Invoices from vendors to grantees.

## DEFINITIONS

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### 1.00 DEFINITIONS (Continued)

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**BOUNDARY MAP:** The map that outlines the surveyed boundaries of the project site. Anything within that boundary map will be considered park land in perpetuity and must follow LWCF/LPRF/RTP/NRTF requirements.

**CDBG: COMMUNITY DEVELOPMENT BLOCK GRANT:** A grant from the Department of Economic and Community Development (ECD). **CDBG can be used as a match for RTP.**

**COMMISSIONER:** The Commissioner of the Tennessee Department of Environment and Conservation or his/her designee.

**CONTRACT:** The grant contract between the Department and the grantee.

**CORPS (C.O.E.):** Corps of Engineers.

**DEPARTMENT:** The Tennessee Department of Environment and Conservation (TDEC).

**DEPARTMENT REVIEWER:** The TDEC reviewer is responsible for reviewing and subsequently approving/disapproving all appraisal reports submitted with regard to the grant projects.

**DIRECTOR:** The Director of the Recreation Educational Services Division or designee. The Director serves as the Commissioner's designee unless otherwise stated.

**EASEMENT:** An interest in land owned by another entity that entitles its holder to a specific limited use or enjoyment; a right of use over the property of another. **An easement does not give the holder a right of "possession" of the property, only a right of use.**

## DEFINITIONS

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### 1.00 DEFINITIONS (Continued)

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**EFO:** Environmental Field Office

**FHWA:** FEDERAL HIGHWAY ADMINISTRATION

**GRAND DIVISION:** One of the three divisions of the State of Tennessee (East, Middle, or West).

**GRANTS ADMINISTRATOR:** The TDEC-RES staff member responsible for managing the grants through RES.

**GRANTS ANALYST:** The RES staff member responsible for managing, reviewing and approval of the land acquisition, contracts for services and bid documentation.

**GRANT START DATE:** The beginning of the executed contract grant term as identified in the RES grant contract.

#### **INSPECTIONS:**

**PROGRESS INSPECTION:** conducted after construction has started and before it is complete.

**FINAL INSPECTION:** conducted after construction is 100% complete and grantee has submitted Project Completion Certification Form.

**POST COMPLETION INSPECTION:** conducted about every five years after project completion to assure continued compliance with grant requirements.

**LAND AND WATER CONSERVATION FUND (LWCF):** The LWCF is a federally funded grant program, which provides funding for the acquisition and/or development of land for public outdoor recreation.

**LEGAL DESCRIPTION OF PROPERTY:** A statement containing a designation which identifies land through metes and boundaries according to a system set up by law or approved law.

## DEFINITIONS

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### 1.00 DEFINITIONS (Continued)

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**LOCAL PARKS AND RECREATION FUND (LPRF):** The LPRF is a state funded grant program, which provides funding for the acquisition or development of land for public recreation purposes by cities and counties in Tennessee.

**MAP-21: MOVING AHEAD FOR PROGRESS IN THE 21<sup>ST</sup> CENTURY:** Federal transportation legislation that authorized funding for the Recreational Trails Program.

**NLU:** Notice of Limitation of Use. Notice that is recorded prior to the second reimbursement, first reimbursement is for grant signage, at the county Registrar of Deeds office that restricts use of the property to only public recreation purposes. The updated NLU form requires a copy of the property boundary map and a copy of the recorded deed.

**NPS:** National Park Service.

**NATURAL RESOURCES TRUST FUND (NRTF):** The NRTF is a state funded grant program, which provides funding for the acquisition of lands, waters, or interests in lands and waters.

**OGC:** The Office of General Counsel for TDEC.

**PARTAS:** The Parks and Recreation Technical Advisory Service section of RES.

**PARTAS CONSULTANT:** An RES staff member of the Parks and Recreational Technical Advisory Service section. Each consultant is responsible for a designated portion of the state.

**PARTAS MANAGER:** The RES staff member responsible for managing the PARTAS section of RES.

**PRE-BID DESIGN MEETING:** Required review of the grant project design between PARTAS, grantee, and architect/engineer, prior to the bid process.

**PROJECT MANAGER:** The individual designated by the Grantee for receipt of grant project communication from RES.

## DEFINITIONS

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### 1.00 DEFINITIONS (Continued)

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**PROJECT SPONSOR:** The local or County Mayor who represents the city/town or county that received a TDEC-RES parks and recreation grant.

**PLSS:** Public Land Survey System.

**QUITCLAIM DEED:** A conveyance operating to pass any title, interest, or claim which the grantor may have in the property, whether or not title is valid.

**REAL ESTATE DONATION:** Voluntary transfer in fee simple of interest in and title to property, to another who receives it without paying for it. Can be a partial or complete donation of property.

**RES:** The Recreation Educational Services Division of the Department of Environment and Conservation.

**REIMBURSEMENT REQUEST:** The applicable reimbursement form(s) filled out by the grantee and sent to RES to request expended project grant funds for work completed on the project.

**RECREATIONAL TRAILS PROGRAM (RTP):** The federal grant program that funds trail related projects, which is administered by RES.

**SCOPE:** The portion of the grant contract describing the intent and purpose of the project.

**SECTION 504 OF THE REHABILITATION ACT OF 1973:** This Act assures that no qualified handicapped person will, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives federal financial assistance.

**SUB-CONTRACTOR:** Any business or individual who has a direct contract with the grantee to perform work on the grant project. This does not include materials suppliers that supply, for example, gravel for a project,

## DEFINITIONS

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### 1.00 DEFINITIONS (Continued)

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**SURVEY:** A drawing of the project property conducted by a Registered Land Surveyor. It should possess a North arrow, scale, ratio of error statement and show the signature of the surveyor and the date of the survey.

**TDEC:** Tennessee Department of Environment and Conservation.

**TDGS:** Tennessee Department of General Services.

**TDOA:** The Tennessee Department of Agriculture.

**TDOT:** The Tennessee Department of Transportation.

**TERM:** The defined time period of the project in which expenses are eligible for reimbursement as stated in the executed grant contract. The 2014 RTP grant term is 2 years with no extensions.

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964:** Title VI assures that no person in the United States will, on the grounds of race, religion, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives federal financial assistance.

**TVA:** Tennessee Valley Authority.

**TWRA:** The Tennessee Wildlife Resources Agency.

# **STEP 1**

## **GRANT CONTRACT ADMINISTRATION**

**NO WORK CAN PROCEED, NOR ANY FUNDS BE REIMBURSED ON THE PROJECT, UNTIL THE RTP GRANT CONTRACT IS FULLY EXECUTED BY THE STATE OF TENNESSEE.**

**1.01 PROJECT ENVIRONMENTAL REVIEW**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** A Categorical Exclusion Request, is the environmental review of the project site and must be performed prior to receiving FHWA approval to obligate the project funds and to receive the project grant contract. The only exception to this regulation is in the event that engineered plans are needed for environmental clearance **and** the grant application included a line item for architect and engineering fees. In this event, RES will make a determination of the situation to determine if a contract will be executed before the environmental clearances have been obtained by grantee.

**The grantee is responsible for the preparation of the environmental review documents and submit them to the review agencies and to TDEC-RES, Grants Analyst.** Additionally, as part of the federal review process, Native American Tribes will be consulted to review the RTP grant projects. This review will be conducted by RES staff and the grantee will be informed as to any issues that need to be addressed in the CE Request. An electronic copy of the environmental review packet that will be sent to the review agencies must be sent to the RES Grants Analyst to send to the interested tribes at the same time to ensure combined 30-day review periods. **The CE will not be complete until agency and tribal reviews are completed and documented.**

If after the initial environmental packets have been prepared by grantee and sent to the reviewing agencies, and an issue is identified, **the grantee** can request the assistance of the RES Grants Analyst. If permits, studies, etc., are necessary to complete the environmental review, the grantee has **120 days after notification** from the reviewing agency to have these completed.

The completed CE request form and all supporting documentation (response letters from reviewing agencies, copies of permits, studies, etc. that were required must be submitted to the RES Grants Analyst for review and acceptance of the CE no later than 120 days from the date of the agency notification. Failure to meet these deadlines may eliminate funding of the grant award.

Once it has been determined that the project does not conflict with the environmental standard set forth by the state regulatory agencies and all needed permits have been obtained, the grant contract will be created and sent to the community for signatures. Allocation of grant funds is contingent upon successful completion and approval of the environmental review process.

**PROCEDURE:** **The grantee will prepare and distribute** the environmental review packet of application materials to the appropriate reviewing agencies and send a copy of the packet to the TDEC-RES, Grants Analyst. The agencies participating in the review may include the following Environmental Review Agencies for RTP Grants:

TDEC, Division of Archaeology  
TDEC, Division of Natural Areas  
TDEC, Division of Underground Storage Tanks  
TDEC, Division of Remediation  
TDEC, Division of Water Resources  
TDEC, Tennessee Historical Commission, Section 106 Review  
U.S. Fish and Wildlife Service, Endangered Species Review, Streams, Wetlands  
U.S. Army Corps of Engineers, Section 404 Review

**The grantee will document responses** in the appropriate sections of the RTP CE form and attach any response letters or other documentation referenced in the CE form. The CE form must be *signed by the preparer and the Mayor/Director of the agency/organization* after the date of the last environmental review agency correspondence, then it is submitted to the RES Grants Analyst for review and approval.

An approved, executed CE document will be sent to the grantee for their records by the RES Grants Analyst and retained with the project files. In the event a permit, study or other environmental items is required, the grantee must notify their RES consultant immediately.

**REFERENCE DOCUMENT:** Tennessee Department of Environment and Conservation's NEPA Categorical Exclusion Guidance for LWCF/LPRF/RTP Grantees

**1.02 Grant Contract**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
Tennessee Department of Environment and Conservation**

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**Policy:** All grantees will contract with the Department in order to receive the allocated grant funds. This contract will contain, at minimum, the following information:

- A. Scope of Services
- B. Payment Terms and Conditions (including Budget)
- C. Term
- D. Standard Terms and Conditions
- E. Special Terms and Conditions

**Procedures:** The RES Grants Administrator will develop the contracts and upon completion of all necessary project requirements, an electronic copy of the grant contract will be sent to the grantee for authorized representative's signatures (usually the Mayor of the city or county). After receipt of the signed contract with the grantee's authorized representative's signature, generally the Mayor, the Director of RES will forward them to the Commissioner of TDEC for approval. Once the contract is fully executed, an electronic fully-executed copy will be returned to the grantee for their project file.

Note: that if the grantee requires additional signature(s) on the original grant, that signature(s) from those positions with the grantee must be included on any amendments.

**1.03 GRANT TERM**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee will have **no more** than two years from the start date of the grant contract to complete the scope of the project for a development project, and **no more** than one year to complete an acquisition project.

**There will be NO Term Extensions for any reason.**

1.04 BUDGET

ISSUE DATE: AUGUST 26, 2014

GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION

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**POLICY:** The Budget, “Attachment A” of the Contract, contains the line items, which make up the total project amount including the grant funded amount and the grantee’s match amount. The line items are to be used when designating expenditures for reimbursement. There is to be no overmatch shown on the part of the grantee, as all documentation must reflect 80% reimbursement on all applicable expenditures. **Contingency funds are not allowed and are applicable expenditures for reimbursement.**

**PROCEDURE:** The grant contract budget has been developed by the grantee with the assistance of a PARTAS Consultant. It should reflect the expenditures necessary to complete the project as it is listed in the contract scope. The Grants Administrator will attach the approved budget to the contract.

All budgets prepared for RTP projects MUST HAVE a separate line items in the budget to show Any and All steel and iron products purchased using project funds. If this amount exceeds \$2,500, a Certificate of Buy America must be included with the budget document.

**Please note that no grant funds may be obligated or expended to acquire any interest in real property through condemnation or the power of eminent domain. Acquisition of property MUST be through a willing seller process at a land value determined by a Fair Market Value land appraisal.**

1.05 NOTICE OF LIMITATION OF USE

ISSUE DATE: AUGUST 26, 2014

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee will record the *Notice of Limitation of Use (NLU)* against the deed prior to requesting the first reimbursement for any movement on project other than the ordering of the required grant acknowledgement sign.

**PROCEDURE:** An authorized signature, usually the Mayor of the municipality or county, must appear on the NLU with the date. The NLU is then taken to the local Registrar of Deeds, who records and stamps it. **The grantee will submit the recorded NLU or a copy of a previously recorded NLU if land parcel has received past grants from RES, to RES prior to the grant reimbursement request for any movement on project other than ordering of the required grant acknowledgement sign.** Please note: the updated NLU requires a copy of the recorded deed and a copy of the Section 6(f)(3) property boundary map. The Section 6(f)(3) map must include the official site name and location (city/town and state), GPS coordinates, PLSS identifier, and/or latitude/longitude, total acreage of protected area, all easements, rights-of-way, all property rights and interests held by others must be identified, entrance to the site clearly identified, and signed and dated by Mayor. The Section 6(f)(3) map must be submitted to the RES Grants Analyst for review and to obtain the required signature of the State Liaison Officer/Assistant State Liaison Officer (SLO/ASLO). If the project will be located on land owned by the grantee (as opposed to land being leased from another government entity), no reimbursement will be processed prior to the NLU being recorded against the deed for the property. The NLU must be recorded against the deed as a whole. In the event that a grantee wishes to record the NLU against a portion of a current parcel, a survey will need to be completed at the grantee's expense to divide the parcel into two separate deeds to clarify the land that is being developed with the grant funds and protected by the NLU.

**NECESSARY FORM:** *NOTICE OF LIMITATION OF USE, SEE APPENDIX A ON DISK.*

**1.06 LAND ACQUISITION - APPRAISAL REVIEW**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** Acquisition projects or projects using land value as the grantee's matching portion of their contract budget, must submit an electronic copy of the property appraisal to the RES Grants Analyst.

A certified appraiser for federally funded projects from the approved TDGS list must prepare the appraisal in accordance with the guidelines established in accordance with the State of Tennessee, Department of General Services procedures. The appraisal must determine the estimated fair market value of the project site. The appraisal must be paid for by the grantee and cannot be used as match for the grant award. RTP funds may not be used to acquire property using property condemnation or the power of eminent domain.

**PROCEDURE:** The date of the appraisal must not be earlier than one year prior to grant application deadline. All funds associated with the appraisal are the responsibility of the grantee and cannot be used as match for the grant award. It is recommended that the grantee contact RES for a list of Finance & Administration approved appraisers. All appraisals must be submitted within 180 days of the grant contract execution date.

Once the Fair Market Value Land Appraisal has been sent to TDEC-RES, it will be sent to the TN Department of General Services for a Second level review. If the appraisal review is acceptable, the grantee will be notified and the acquisition can move forward to completion.

The grantee is responsible for payment of the second level review fee and will receive an invoice from the State of Tennessee for the fee for the service. This charge is not a reimbursable expense.

**REFERENCE DOCUMENT:** LWCF Manual, Chapter 4.D.7.c – federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Appraisal Standards.

**1.07 RES REVIEW/PROCESSING TIME-LINE**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** RES staff will attend to grant related items in a timely manner.

**PROCEDURE:** To better assist our grantees, once a project is under contract all items except for reimbursement requests will be sent to grantee's PARTAS Consultant electronically via email or in the case of large attachments via [www.wetransfer.com](http://www.wetransfer.com).

Once items are received by a grantee's PARTAS Consultant, including reimbursements once received by the grantee's PARTAS Consultant from Accounts Payable, the PARTAS Consultant will have two business days to respond to grantee notifying them of receipt of information. The grantee's PARTAS Consultant will also provide information in the notification of receipt email indicating which RES staff is responsible for reviewing information provided and a deadline that is seven business days from email that grantee will be contacted by responsible RES staff with review comments.

If the responsible RES staff indicates additional information is needed to complete the designated process, grantee will have seven business days to send requested information or the documents will not be processed and grantee will be responsible for re-submitting information once all items required are available. If all necessary information is received to process request, designated RES staff will send grantee an email to notify them of the status of the information, next steps and an estimated date of completion if applicable.

Submission of all required documents with initial information submission will allow for a timely review, acceptance and processing of grant related documents and information.

**1.08 TENNESSEE DEPARTMENT OF REVENUE REGISTRATION**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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Policy: The Grantee shall be registered with the Department of Revenue for the collection of Tennessee sales and use tax. This registration requirement is a material requirement of this contract.

Procedure: Registration procedures and additional information can be found at:  
<https://apps.tn.gov/bizreg/>

## **STEP 2**

# **Design and Construction**

**THE GRANTEE IS RESPONSIBLE TO INSURE ALL STEPS  
ARE FOLLOWED IN THE CORRECT ORDER.**

**GRANT ADMINISTRATION AND ARCHITECTURAL AND ENGINEERING  
FIRMS MUST HAVE A LETTER OF AUTHORIZATION FROM THE  
GRANTEE FOR WORK ON THE GRANT PROJECT THAT MUST BE  
SUBMITTED AND ACCEPTED BY RES.**

**ALL MEETINGS MINUTES, PLANS AND PROJECT MANUALS  
ARE TO BE SUBMITTED ELECTRONICALLY TO RES DIVISION STAFF  
AND ACCEPTED IN WRITING BEFORE THE PROJECT CAN GO TO BID.**

2.01 GRANT PROGRESS

ISSUE DATE: AUGUST 26, 2014

GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION

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**POLICY:** The grant contract requires that the grantee start work on the project and report to **PARTAS/RES** within **120 days** of receipt of the executed contract.

Section E of the grant contract states:

Acquisition or Construction. The Grantee agrees to proceed with acquisition or construction necessary to this project within **120 days** of the receipt of the executed grant contract, as indicated on the signature page of the Grant contract. Satisfactory compliance with this requirement shall be the start of actual construction if the project is a construction project or official transfer of title if an acquisition project.

If Grantee fails to proceed within the said **120 days**, the Commissioner of Environment and Conservation may at his/her discretion, cancel and/or withdraw the grant. Judgment as to what constitutes a satisfactory act of acquisition or construction is within the sole discretion of the Commissioner of Environment and Conservation.

**Acceptable items showing grant progress include:**

Installation of the Grant Acknowledgement Sign

Contract for land appraisal by a state certified land appraiser

Grant administration contracts

Architect/Engineering contracts and the preparation of construction documents

Demolition of existing structures

Site preparation activities

**2.02 SUB-CONTRACTOR  
COMMUNICATION AUTHORIZATION**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grant contract is between the grantee and the State of Tennessee, RES is authorized to communicate only with the grantee on issues or concerns regarding their project.

The sub-contractors work solely for the grantee on the project. Grantee may authorize RES to communicate with an individual, company or organization by written authorization from the grantee's Mayor via letter or email. This authorization will remain in effect for the term of the grant and will terminate when the grant is complete.

**PROCEDURE:** Should the grantee hire sub-contractors or private consultants to manage, administer, or provide plans/manuals for the grant project, a letter authorizing RES to communicate with said parties must be sent via email to the grantee's RES Consultant before any communication can occur. This letter should also contain information detailing the specific responsibilities/authority of said parties, and it is to be signed by the grantee's Mayor. **Until this letter has been received, RES will communicate only with the grantee.**

**Along with this authorization letter, a Certification of Contractor form is also required and MUST be completely filled out with signatures and dates. Send the completed form to the RES consultant.**

## DESIGN AND CONSTRUCTION

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### 2.03 DESIGN

ISSUE DATE: AUGUST 26, 2014

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee will provide the following items at a design meeting with the appropriate PARTAS consultant:

- 1. Design/construction documents**
- 2. Construction Time Line**

RES will not process any grant reimbursement request without documentation by the RES consultant that the grantee held the design review meeting and submitted a construction/work schedule. The grantee must provide, electronically as pdf's, the DRAFT design documents pertinent to the grant project to RES in order to be reviewed and accepted.

The Construction Time Line must represent the grantee's estimate of start of construction, stages of construction, and give a completion date. RES consultants will monitor the project and conduct appropriate inspections utilizing this schedule.

**PROCEDURE:** The grantee will contact the appropriate RES consultant and submit any designs via email. Once the designs are reviewed by the RES consultant a design review meeting may be scheduled. The design review meeting may be held as a face-to-face meeting, a conference call or by the use of an electronic media outlet. The RES consultant will provide the grantee with comments from the review. If the design receives acceptance from RES, then the consultant will provide written documentation to the grantee that their designs have been accepted and the grantee has met design review requirements.

**Bidding of the project and/or construction CANNOT take place until the design plans and project manuals have been accepted in writing by the grantee's RES consultant.** All construction projects must implement all required TDEC Erosion and Sediment Control measures for the project and meet all local, State and Federal requirements.

Grantees must provide architect and engineering stamped plans for any items that is structural, mechanical or electrical and have a value of over \$25,000. Design renderings are required for most other items in project. Grantee may contact their RES consultant for clarification.

**2.04 BUY AMERICA CERTIFICATION**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The Federal Highway Administration requires that All manufacturing processes for iron and steel products, and the coatings applied thereon shall occur in the United States. The grantee must provide certification that each shipment of iron and steel products to the project site, that the manufacturing process for the iron and steel products occurred in the United States.

**PROCEDURE:** The above requirement does not prevent a minimal use of foreign materials, if the cost of such materials used does not exceed 0.1 percent of the total contract cost or \$ 2,500.00, whichever is greater.

Examples of products that are subject to Buy America coverage include, but are not limited to, the following:

- steel or iron products used in pavements, bridges, tunnels or other structures, which include, but are not limited to, the following: fabricated structural steel, reinforcing steel, piling, high strength bolts, anchor bolts, dowel bars, permanently incorporated sheet piling, bridge bearings, cable wire/strand, prestressing / post-tensioning wire, motor/machinery brakes and other equipment for moveable structures;
- guardrail, guardrail posts, end sections, terminals, cable guardrail;
- steel fencing material, fence posts;
- steel or iron pipe, conduit, grates, manhole covers, risers;
- steel or iron components of precast concrete products, such as reinforcing steel, wire mesh and pre-stressing or post-tensioning strands or cables.

The miscellaneous steel or iron components, subcomponents and hardware necessary to encase, assemble and construct the above components (or manufactured products that are not predominantly steel or iron) are not subject to Buy America coverage. Examples include, but are not limited to, cabinets, covers, shelves, clamps, fittings, sleeves, washers, bolts, nuts, screws, tie wire, spacers, chairs, lifting hooks, faucets, door hinges, etc.

**Buy America provisions also apply to any vehicles or equipment to be purchased using RTP project funds.** A Certification of Buy America must be made and if Certification is not available, then a Waiver of Certification must be applied for and approved by the FHWA after the Waiver is published in the Federal Register for 15 days. Ask early in the project if there are questions about Buy America eligibility.

**2.05 PRE-CONSTRUCTION BID CERTIFICATION**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee must submit ALL bid documents via email to the appropriate RES Consultant for Review and Acceptance PRIOR to bidding any item pertaining to the grant project. These plans/specifications must meet all applicable federal, state and local codes, and current design practices along with meeting ADA compliance.

All sub-contracts pertinent to the grant project must have prior State approval)

**PROCEDURE:** Bid specifications, construction drawings and project manual must be submitted **electronically as a pdf**, in advance by grantee and accepted in writing by their RES Consultant **PRIOR** to releasing the project to be advertised for Bid. See Section 2.06.

2.06 PROCUREMENT

ISSUE DATE: AUGUST 26, 2014

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee will procure goods and services pertinent to the grant project according to the grantee's locally adopted bidding and procurement procedures on any item pertaining to the grant project.

If there are no written local bidding and procurement procedures, then the grantee must follow the State of Tennessee bidding and procurement procedures. Grantees can find information on the State of Tennessee's bidding and procurement procedures from the Tennessee Department of General Services, Central Procurement Office.

A letter from the grantee's Mayor must be provided to their RES Consultant noting the bidding threshold and stating the grantee will follow their local procurement procedures on all items that are projected to exceed the threshold. RES may at any time request grantee's complete procurement procedures to verify grantee has made a recommendation of award to an acceptable bidder. Grantee must submit a bid tab to their RES consultant and receive acceptance PRIOR to awarding the bid. The bid tab must be submitted via email.

**PROCEDURE:** Prior to release of a bid, the grantee must have received acceptance of the bid specifications and authorization to release the bid from their RES Consultant.

After the bidding process has been completed, the grantee will submit via email to their RES Consultant the following documentation for review:

- Advertisement of the bid release (copy of actual newspaper advertisement showing date and name of newspaper);
- Bid Tabulation Sheet of all bids received;
- The Architectural and Engineering firm (if applicable) must make a recommendation to the Grantee on which company meets the bid criteria;
- Bid Award recommendation MUST be then sent to the RES Director on letterhead signed by the Mayor/Agency Director.

Any deviation from procurement procedures will not be authorized, please contact the RES Grants Analyst for guidance on any questions about unique situations that may arise.

**PURCHASE OF MATERIALS DOCUMENTATION:**

The Grantee is responsible for all project materials purchased and they need to be measured and documented with weight/volume tickets. The tickets need to be collected for each truckload delivered to the site. This applies to topsoil, any backfill materials, gravel, asphalt and concrete.

**2.06 PROCUREMENT (CONT.)**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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Weigh tickets are to be collected and available for inspection during the project and retained for three years after the grant is closed for audit purposes.

Each load of concrete must also be documented with weight/cubic yards tickets. Concrete must be tested in accordance to the America Society of Testing Materials (ASTM) to insure the correct Pounds per square inch (PSI) is obtained and the test records must be available for inspection during the project and for three years after the grant is closed.

**BUY AMERICA REQUIREMENTS:**

Any steel or iron products used to reinforce concrete structures such as trails, sidewalks, footings, abutments, etc. must be in compliance with the BUY AMERICA provisions found in Section 2.04.

2.07 SUB-CONTRACT APPROVAL

ISSUE DATE: AUGUST 26, 2014

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee has a contract with RES/TDEC for the applicable project, any contracts the grantee has with individuals and/or businesses providing services to the project are defined as sub-contracts. Material suppliers are not considered sub-contractors, sub-contracts are required in instances where labor is involved. All grant activities involving labor-related services provided to the grantee where the grantee will request reimbursement of grant funds will require a sub-contract that has been submitted via email and accepted by RES prior to its execution and release of grant funds. Grantees may not enter into any sub-contract(s) pertaining to any services required for a grant without **prior** approval by RES.

Minimum requirements for these sub-contracts are found in section D(5) of the grant contract. A signed Certification of Contractor form is required in addition to a sub-contract to satisfy section D(5) of the grant contract.

**Examples: Grantee** sub-contracts would include, but are not limited to, general contractors, engineering/architect services, Development District grant administration services, and any management contracts with private non-profits such as YMCA, Boys and Girls Clubs, Rotary Clubs, etc.

**PROCEDURE:** All proposed sub-contracts pertinent to the grant project will be submitted to grantees RES Consultant via email prior to being executed for review and acceptance. If the sub-contract is accepted, the grantee will then submit the fully executed sub-contract and the The Certification of Contractor Form as soon as possible to their PARTAS consultant.

All subcontracts must show names of grantee and sub-contractor, dollar amount of sub-contract, starting and ending dates of sub-contract (ending date cannot exceed grantee's ending date on grant contract to be reimbursed by grant), scope of work to be completed by sub-contractor and signatures of both grantee and sub-contractor. RES and the TDEC - Office of General Counsel (OGC) will give additional review if it is deemed necessary.

If the sub-contract is not approved, written justification will be provided outlining any and all problems, resubmission will be allowed.

**REFERENCE DOCUMENT:** Grant contract section D(5) through D(13).

**2.08 SMALL, MINORITY, AND WOMEN'S BUSINESSES**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** In accordance with Federal Executive Order 11625 dated October 13, 1971, and Executive Order 12138 dated May 18, 1979, the grantee must make a good faith effort to include participation from small, minority and women's businesses in sub-contract awards. Goals for participation are 7% minority and 1% women.

**PROCEDURE:** The following steps must be utilized when soliciting contractors:

- a. Minority and women's business enterprises are to be included on all potential contractors' lists.
- b. When feasible, divide total project requirements into smaller tasks or quantities to allow the participation of small, minority, and women's businesses.
- c. Where possible, establish delivery schedules, which will encourage participation of small, minority, and women's businesses.
- d. When possible, utilize the services of the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce.
- e. Require sub-contractors to solicit small, minority, and women's businesses. Documentation of the efforts to solicit these businesses, **MUST** be submitted to the PARTAS Consultant for review and acceptance.

Any concerns will be reported to the appropriate TDEC staff member.

**REFERENCE DOCUMENT:** Executive Order 11625, Executive Order 12138, Directory of Minority and Female Contractors, Suppliers and Services.

Most recent Disadvantaged Business Enterprise listing may be downloaded at the following website: [www.tdot.state.tn.us/dbedirectinternet](http://www.tdot.state.tn.us/dbedirectinternet) .

**2.09 REQUIRED GRANT SIGNAGE**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee is responsible for providing appropriate grant project signage displayed at a **prominent location** at the project site. An official grant sign must be purchased from RES within 30 days of receipt of the executed contract. Grant signage from past grants does not meet this requirement.

Other required Project Signage: State of Tennessee Comptroller notice (preferably posted at each grant project location in a prominent location), EEOC, Title VI, and Section 504 (ADA).

**PROCEDURE:** The grantee is responsible for contacting the appropriate PARTAS consultant for determining proper location of grant acknowledgement sign and request assistance in obtaining the necessary sign(s).

**2.10 WORK STOPPAGES**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The appropriate PARTAS Consultant is to be notified immediately in writing or by electronic mail if construction is to be ceased for 30 consecutive days, or if the construction/work schedule supplied to the PARTAS Consultant during the design meeting deviates more than 60 days.

**PROCEDURE:** The grantee must provide written notification and justification for all work stoppage to their PARTAS consultant if construction is ceased for 30 consecutive days or if there is an anticipation of deviation of more than 60 days from supplied construction/work schedule of the project. The PARTAS consultant will inform the Grants Administrator and RES Director.

**2.11 PROGRESS INSPECTIONS**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** A PARTAS Consultant will conduct a minimum of one (1) progress inspection during the grant project to insure grantee is proceeding with project in accordance to grant contract and other rules and regulations.

**PROCEDURE:** The appropriate PARTAS Consultant may schedule a progress inspection with the grantee; grantee is not required to be present for the consultant to conduct an inspection. The purpose of these inspections is to verify the project is on schedule and all grant requirements are being met.

**STEP 3**

**PROJECT FINANCES  
AND  
REIMBURSEMENTS**

3.01 MATCH REQUIREMENTS

ISSUE DATE: AUGUST 26, 2014

GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION

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**POLICY:** The grantee must match the grant funds with the proper amount of funds.

**Eligible matching sources are as follows:**

- a. Cash (General fund, donations, fundraisers, etc.)
- b. In-kind services (volunteers, donated materials, and donated equipment use costs)
- c. Grantee Staff Workforce
- d. Other grants from private foundations or non-profit organizations are eligible.
- e. LWCF and RTP: The appraised value of donated real property. A third party must donate the land for an eligible match. This acquisition/land donation must occur after the date of the executed grant contract.

**Ineligible match sources are as follows:**

- a. LWCF/LPRF/NRTF grant funds
- b. Legislative line item appropriations, or other state and/or federal grants for example: SAFETEA-LU (Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users), Urban Forestry grants, Corps of Engineers, Art or Historical Commission Grants, etc.
- c. City or county owned property previously dedicated to recreation cannot be used as match.
- d. No funds deposited in the State Lands Acquisition Fund from the tax levied by subsection (a) of TCA 67-4-49 shall be obligated or expended to acquire any interest in real property through condemnation or the power of eminent domain.
- e. Conservation easements, other easements or leases cannot be used to match.
- f. Whether or not FEMA can be a match will be considered on a case-by-case basis.
- g. TVA funds may be used due to TVA no longer being federally funded.

**PROCEDURE:** Appropriate detailed documentation is to be submitted to RES with the reimbursement requests indicating the funding source. The Account Technician will review said documentation and will alert the Director of RES should any concerns arise. **It is the Grantee's responsibility to confirm that such a match is allowed with the agency responsible for providing the match.**

3.02 COST LIMITS

ISSUE DATE: AUGUST 26, 2014

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** Project planning expenses (i.e., grant administration, architectural and engineering fees, permit fees, material testing, etc.) are eligible costs provided the budgeted amount does not exceed fifteen percent (15%) of the grant total project's cost after the grant contract has been signed.

Donated labor by individual volunteers will be counted at the current U.S. minimum wage. Exceptions to minimum wage rates are those individuals that are working in their professional capacity (plumber, electrician, carpenter, etc.). Labor will be counted at the fair market value if the individual is working in their professional capacity and it is documented by proof of certification, letter from employer or other means.

Donated equipment will be valued at the fair market rate of its rental rate from another business (i.e. rental rate sheet from Home Depot, Lowe's, local equipment rental company, etc.).

**Overhead costs are not reimbursable.**

**PROCEDURE:** Planning costs and grant administration must be a budget line item in the contract budget of the project to be a reimbursable expenditure. Grantee with work with their RES consultant to submit the final project scope and budget as requested in the 2014 RTP grant application.

The Grants Administrator and Account Technician will review documentation provided by the grantee for said expenses and will alert the Director of RES should any concerns arise.

3.03 REIMBURSEMENT

ISSUE DATE: AUGUST 26, 2014

GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION

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**POLICY: NO REIMBURSEMENTS WILL BE PROCESSED UNLESS ALL THE REQUIREMENTS ARE MET, THESE REQUIREMENTS INCLUDE BUT ARE NOT LIMITED TO:**

- Notice of Limitation of Use (NLU) being recorded on project land parcel
- Review and acceptance of architect and engineering stamped plans, where required
- Review and acceptance of bid specifications prior to bidding project
- Review, concurrence and acceptance of bid tabulation sheet for any component of the project that the estimated cost exceeds bid threshold of grantee
- Review and acceptance of sub-contracts, when required, prior to execution of contract
- Review and acceptance of sub-contracts, when required, and Certification of Contractor after initial review and acceptance once executed
- Land acquisition or land as match,
  - Review and acceptance of a Fair Market Value appraisal by a State of Tennessee certified land appraisal for land acquisition using federal funds.
  - A Second level review by a TDGS selected land appraiser will occur and the appraisal must be accepted by this appraiser.

The grantee is required to request a reimbursement for grant budget expenditures **electronically via e-mail to [Accounts.Payable@tn.gov](mailto:Accounts.Payable@tn.gov)** within **90 days** from grant start date and within every 90 days thereafter until the project is complete. The grantee is limited to a maximum of one reimbursement per month on expenditures made in concurrence with the scope of the project and the budgeted line items. Supporting documentation in the form of cancelled checks, bank statements, paid invoices, and signed donation letters on company letterhead are required to verify any and all expenditures submitted for reimbursement. Reimbursement will be 80% of the total cash expenditures up to the grant amount, UNLESS a submitted and approved donation or land as match have preceded the reimbursement request for cash expenditures. RES will only reimburse for cash expenditures, any type of donation will be recorded as part of grantee's match.

Final reimbursement on a project must be requested no more than 45 days after the expiration date of the executed contract for the project. A flow chart providing information on items reviewed by RES staff during this process and a reimbursement checklist are available in **Appendix C** on disk.

**A Budget revision must be requested if the grantee exceeds the line item by 20%.**

In the event that the grantee anticipates a cost overrun in a line item, the grantee may request a revision of the *grant budget line items* by submitting a letter **electronically via email** to grantee's PARTAS consultant and addressed to the Director of RES, giving all details supporting such request, examples are available upon request. The requested budget line item revisions **MUST** not increase the total Grant Budget and they must be compensated by cost reductions in other line

items as the total budgeted amount must remain the same. **Overruns in a line item may not be made without prior written approval from the State.**

A Notice of Limitation of Use (NLU) must be recorded at the local Registrar of Deeds and filed with RES along with a copy of the property boundary map and deed BEFORE the **first** request for reimbursement.

*No more than 75% of the total budget will be reimbursed prior to final project inspection.* The grantee must submit **electronically via email** to the grantee's PARTAS Consultant, the Project Completion Certification (PCC) to notify RES that the project is complete and is ready for a final inspection. **No final reimbursement will occur until after the receipt of the Project Completion Certification and final inspection report completed by RES staff.** Grantees have up to 90 days to complete outstanding issues if the PCC was submitted within 30 days before the end of the grant term; the PCC is required by the last day of the grant contract. If the outstanding issues are not corrected within stated 90 days the grantee may forfeit the last 25% of their grant award and the grant will be closed as incomplete.

**PROCEDURE:** Reimbursement requests must be submitted **electronically via email** to: [Accounts.Payable@tn.gov](mailto:Accounts.Payable@tn.gov)

No reimbursement request will be process unless all pre-approvals and acceptance steps in grant manual have been followed and all responses received notifying grantee to proceed. Requests must be made in the specified format utilizing the appropriate forms and supplying the required supporting documentation (see Section 3).

**NECESSARY FORMS:** Expenditure Report, Request for Reimbursement, Individual Accountability Report, required purchasing documentation, etc. See following information. (Forms on APPENDIX A on disk)

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## **REIMBURSEMENT REQUEST PROCEDURES**

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All required forms are to be filled out neatly, correctly, and completely with appropriate signatures where necessary. **Incorrect, incomplete, or illegible forms cannot be processed and will be returned to the grantee for correction and resubmission.** *Reimbursement requests must be filled via email and sent to: [Accounts.Payable@tn.gov](mailto:Accounts.Payable@tn.gov)*

RES recommends that grantee maintains a copy of the reimbursement request for their files. The following procedures must be followed when requesting grant payment:

1. All required documentation (i.e., **Request for Grant Reimbursement, Expenditure Report, Individual Accountability Report (IAR)**, copies of invoices and canceled checks or bank statement, etc.) must be completed and submitted with each reimbursement request. Support documentation should be included in the order it is listed on the **Expenditure Report**. These documents will be reviewed by the Accounting Technician and then comments will be provided to grantee.
2. The **Individual Accountability Report (IAR)** is submitted only for labor expenditure reimbursement. This applies to volunteers, in-kind, and grantee staff workforce. It is not necessary to submit invoices or canceled checks with this form; however, IARs must be listed on the corresponding **Expenditure Report**.
3. Grant payments are made electronically to the account specified on the **Authorization Agreement for Automatic Deposits (ACH Credits)** form, which was completed with the grant contract.
4. Reimbursement forms are provided on your grant cd and online at [http://www.tn.gov/environment/recreation/recreation\\_grants.shtml](http://www.tn.gov/environment/recreation/recreation_grants.shtml)
5. Any questions regarding this information should be directed to the grantee's PARTAS consultant or Account Technician, Tennessee Department of Environment and Conservation, (615) 532-0748.

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## INSTRUCTIONS FOR REQUEST FOR GRANT REIMBURSEMENT

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1. **Name and Address of Grantee:** List the name and address of the grantee (i.e., City of XYZ, P.O. Box 123, Anytown, TN 12345).
2. **Request Number:** This is the sequential number of the reimbursement request. For example, if one request has been previously sent, then that request would be Request Number 1. The next request would be Request Number 2, then Number 3, etc.
3. **Request Ending Date:** This is the date of the last expenditure item listed on the **Expenditure Report**.
4. **Vendor Number:** This is the grantee's federal tax ID number.
5. **Grant Term:** This is the project term, found in section C of the grant contract.
6. **Contact Person:** List the name of the person to contact with questions or requests for information concerning the project/reimbursement requests.
7. **Phone Number:** This is the phone number of the contact person.
8. **Line Items:** Each line of the grant contract budget is a line item. For example, if "paving" is the first line item of the contract budget, then the first line of any **Request for Grant Reimbursement** would be "paving". All line items should be listed on each **Request for Grant Reimbursement** submitted, even if reimbursement is not being claimed for all line items.
9. **Total Contract Budget:** This column lists the total amount budgeted for each line item.
10. **Year-To-Date (YTD) Actual Expenditures Through (MO/DAY/YR):** This column is the actual total amount spent per line item to the date the **Request for Grant Reimbursement** is submitted. The amount recorded here should not exceed the budgeted line amount, even though actual expenditures may exceed this amount.

**INSTRUCTIONS FOR THE REQUEST FOR GRANT REIMBURSEMENT (CONTINUED)**

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11. **Prior Reimbursement Requests:** This column should reflect the total amount per line item previously requested for payment.
12. **Total Current Expenditures:** This column refers to the amount requested per line item for this invoice. For example, if \$2,500.00 of \$6,000.00 budgeted for a line item is being requested with this invoice, then \$2,500.00 is to be entered in this space.
13. **Grantee's Authorized Signature:** This is the signature of the Mayor, or County Executive, whichever is appropriate. This section must be completed or the request will be returned.
14. **RES Authorized Certification:** This section is for the Director of RES's Signature. It is not to be filled in by the Grantee.

## INSTRUCTIONS FOR THE EXPENDITURE REPORT

1. **Line Item:** One **Expenditure Report** is to be used for each specific line item per reimbursement request. For example, if the budget has three line items and there have only been expenses in two of the line items, an **Expenditure Report** would need to be completed for each line item for a total of two. Line Items are located on the Budget Sheet (Attachment A) of the grant contract.
2. **Project Title:** This is the title of the project as it was stated in the original application.
3. **Date:** This is the date payment was made.
4. **Invoice Number:** This is the tracking number placed on the invoice by the vendor. Copies of appropriate invoices and canceled checks **MUST** be attached to each **Expenditure Report** in the order in which they are listed. Copies of purchase requests are not acceptable in lieu of invoices. If the expense is listed on an IAR, "IAR" should be marked in the "Invoice Number" column of the **Expenditure Report**.
5. **Vendor:** List the name of the vendor/employee receiving payment. This name should correspond with the name on the check. If the expenditure is listed on an IAR, the employee or volunteer's name should be used.
6. **Item Description/How Used:** The product(s) purchased or the service(s) performed are listed here.
7. **Amount Paid:** This is the actual amount being requested for reimbursement for this **Expenditure Report**. This amount will not necessarily be the total amount of the check or invoice; therefore, if this is the case, please indicate how much is being claimed for reimbursement.
8. **Check Number:** This is the number of the check used to pay the referenced vendor. A copy of the canceled check (front and back) **MUST** be attached to the **Expenditure Report**. If checks are unavailable from the bank, a bank statement with a copy of the check on it is sufficient.
9. **Audit Memo:** This column is for RES's use.

**3.04 UNSETTLED CLAIMS**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** RES may deny or suspend program eligibility or withhold grant funds to any grantee against which the State of Tennessee has an unsettled financial claim.

## **STEP 4**

# **PROJECT COMPLETION RESPONSIBILITIES**

## PROJECT COMPLETION 4.0

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### 4.01 PROJECT COMPLETION CERTIFICATION

ISSUE DATE: AUGUST 26, 2014

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** Project must be physically complete by the last day of the grant term.

**PROCEDURE:**

The scope of the grant project must be physically complete. Submission of the Project Completion Certification (PCC) form to RES via email by the grantee no later than the **last day of the grant contract**. No more than 75% of the grant will be reimbursed prior to the submission of the Project Completion Certification by the grantee and the final inspection by RES consultant.

Closed but incomplete projects will be documented in the RES grant files, which **may adversely affect future grant applications**.

## PROJECT COMPLETION 4.0

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### 4.02 FINAL INSPECTION

ISSUE DATE: AUGUST 26, 2014

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** A PARTAS Consultant must conduct a final inspection to close out the grant and for the grantee to receive the last 25% of the grant award. A final inspection will not be conducted if the project is not 100% complete based upon the scope of the project and the grant requirements. Inspections conducted after receipt of the Project Completion Certification (PCC) with the project not being 100% completed will be recorded as a progress inspection. If all the project scope and State and Federal requirements are not completed at the scheduled final inspection, the inspection will be recorded as a progress inspection and a final inspection will be rescheduled.

No more than 75% of the total budget will be reimbursed prior to final inspection. The grantee must submit the Project Completion Certification (PCC) to notify RES that the project is complete and is ready for a final inspection. **No final reimbursement will occur until after the receipt of the Project Completion Certification and verification of the final inspection with project approval by the appropriate PARTAS consultant.** Grantees have up to 90 days to complete outstanding issues if the PCC was submitted within 30 days from the end of the grant term; the PCC is required by the last day of the grant contract. If the outstanding issues are not corrected within stated 90 days the grantee may forfeit the last 25% of their grant award and the grant will be closed as incomplete.

**PROCEDURE:** The appropriate RES Consultant may schedule an inspection with the grantee after receipt of the PCC; grantee is not required to be present for the consultant to conduct an inspection. The purpose of these inspections is to provide the grantee hands-on assistance during project development. The Tennessee LPRF/LWCF/NRTF/RTP Progress/Final Site Inspection Report will be utilized (see Section 4.01).

**4.03 SITE DEVELOPMENT AND CONTROL**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** As the site of the grant project is dedicated to public recreation in perpetuity, the grantee is responsible for developing and maintaining said site in accordance with the following:

1. Hours of operation are to be reasonable and convenient to the public. The site is to be managed and maintained in a safe and attractive manner appropriate for use by the general public. Restrooms must be unlocked during normal operating hours each day.
2. All facilities are to be open and accessible to the public on a non-exclusive basis without regard to age, gender, religion, or physical limitations.
3. All facilities must be in compliance with the ADA, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. All federally required posting of signs at the grant project site must be in place as well.
4. Fees (if any) must be reasonable and non-discriminatory to non-residents of the city/county. Higher fees may be charged for non-residents; however, they cannot exceed twice that charged to residents.
5. As the project site is dedicated to public recreation, the project land (as defined by the project boundary map) may not be converted to any other use than its intended use.
6. Underground wiring must be used in conjunction with project scope and contract unless official justification for overhead wiring is approved by the Director of RES with adequate documentation as to why the utilities cannot be located underground. Wiring includes any utility wiring and is not limited to electrical.
7. If project includes a playground, surface material must be commercial grade with the current ASTM certification and a Head Injury Criterion (HIC) test must be performed and passed with the appropriate PARTAS consultant on-site to oversee testing. HIC test results and ASTM surface material certification must be submitted to the appropriate PARTAS consultant.

The project site dedication is to be verified by a recorded legal instrument, *Notice of Limitation of Use (NLU)*, filed with the Registrar of Deeds in the county where the project site is located.

**PROCEDURE:** The grantee will work in conjunction with a PARTAS Consultant during the project development to insure that the above requirements will be met.

**REFERENCE DOCUMENTS:** Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973.

## PROJECT COMPLETION 4.0

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### 4.04 MAINTENANCE

ISSUE DATE: AUGUST 26, 2014

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** The grantee must have an-appropriate site maintenance plan in place, which assures that all grant projects will be managed in a safe and attractive manner appropriate for public use.

**PROCEDURE:** The appropriate RES Consultant will monitor the project site and other recreation sites under the grantee's jurisdiction and provide guidelines and standards for such plans. Each grantee must have a routine maintenance schedule.

**4.05 POST COMPLETION INSPECTION**

**ISSUE DATE: AUGUST 26, 2014**

**GERALD F. PARISH, CPRP, DIRECTOR  
RECREATION EDUCATIONAL SERVICES DIVISION  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION**

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**POLICY:** In order to determine whether properties acquired or developed with LPRF/LWCF assistance are being retained and used in accordance with the project agreement and other applicable program requirements, a State of Tennessee compliance inspection is to be made within five years after final billing and at least once every five years thereafter. The Tennessee LPRF/LWCF/NRTF/RTP Post-Completion Inspection (PCI) Report will be utilized. The majority of the PCIs will be conducted through self-inspection process by the grantee based upon notification from RES. RES reserves the right to conduct PCIs as needed.

The following points should be taken into consideration during the inspection of properties that have been developed for public use:

1. Retention and Use: Is the property being used for the purposed intended?
2. Appearance: Is the property attractive and inviting to the public?
3. Maintenance: Are upkeep and repair of structures and improvements adequate? Is there evidence of poor workmanship or use of inferior quality materials or construction? Is vandalism a problem?
4. Management: Does staffing and servicing of facilities appear adequate?
5. Availability: Is there evidence of discrimination? Is the property readily accessible and open to the public during reasonable hours and times of the year?
6. Environment: Is the quality of the area being maintained?
7. Signing: Is the area properly signed to allow for user information and safety, and proper acknowledgement of the LPRF/LWCF?
8. Interim Use: Where lands have been acquired but are not yet developed, the inspection should determine whether the interim use of the property, is any, is as agreed to be the Service.

**Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Environment and Conservation does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission of access to, or treatment or employment in its programs, services or activities. Equal Employment Opportunity/Affirmative Action inquiries or complaints should be directed to the EEO/AA Coordinator, Office of General Counsel, WR Snodgrass Tennessee Tower, 312 Rosa L. Parks Avenue, 2<sup>nd</sup> Floor, Nashville, Tennessee 37243, 1-888-867-7455. ADA inquires or complaints should be directed to the ADA Coordinator, Human Resources Division, WR Snodgrass Tennessee Tower, 312 Rosa L. Parks Avenue, 2<sup>nd</sup> Floor, Nashville, Tennessee 37243, 1-866-253-5827. Hearing impaired callers may use the Tennessee Relay Service (1-800-848-0298).**



**Tennessee Department of Environment and Conservation, Authorization No. 327109, 100 copies. This public document was promulgated at a cost of \$.11 per copy. (August 2014).**