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NPS LWCF Staff's Top Ten Things to Remember When Your Grant Ends

Project Performance & Grant Close-Out

National Land and Water Conservation Fund State Grant Training

Denver, Colorado

April 7-11, 2013



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- Session Objectives
 1. Understand the **key steps and elements** required for close-out
 2. Learn about/review common mistakes YOU don't want to make!



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- #10: Don't forget: Your grant needs to be administratively and financially closed
 - Review **Chapter 7.G** of the LWCF Grant Manual
 - Coordinate with your NPS Program Officer
 - New: PRISM-generated alert emails



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- #9: Don't forget: Tell NPS what you did
 - Close-out documentation to NPS within **90 days** from project completion or expiration
 - The close-out documentation includes final:
 - Performance and financial reports
 - Was the project done according to original plan?
 - On-site inspection report
 - “As-built” site plan
 - Cost/expense information as it relates to the proposed final billing
 - Appraisal review certification



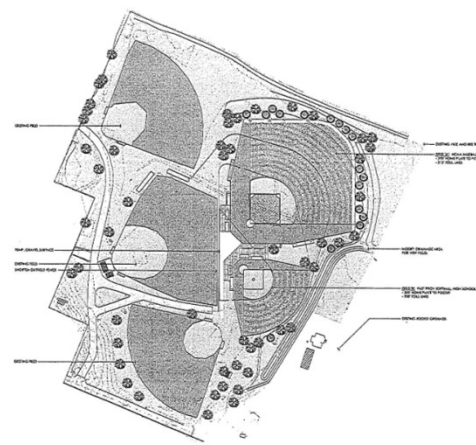
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- #8 Don't forget: Tell NPS if things changed
 - An accurate grant file for the project is key for **long-term compliance**.
 - Significant changes should be addressed in an amendment
 - Ensure NPS gets accurate, final versions of:
 - DNF
 - “As built” site plan
 - Section 6(f)(3) map

Site Plan



31-00



City of Ashland Ballpark
Phase 1



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- #7 Don't forget: Protocols for final payment
 - Grantees may not draw final payment until all required reports and documents have been submitted, reviewed, and **approved** by NPS.
 - Drawing funds prematurely can result in holds on future payments (high risk-designation), restrictions on access to SRA funds
 - Final REP submitted after documentation and final billing are approved.



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- #6 Don't forget: Check your math
 - Expenses are complete and correct
 - (If reporting cumulatively) Check that expenses are tracking from billing to billing
 - Only **legitimate expenses** can be billed
 - NPS may adjust the federal share of costs based on the review of the reports
 - tbd: FBMS may eliminate option of additional payment after close-out



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- #5 Don't forget: Closed grants are still subject to **audit**
 - NPS can recover disallowed costs
 - Recovery can occur even after the grant is closed



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- #4 Don't forget: Give us your best shot(s)
 - (Okay it's optional but you do want one of those coveted spots in the [LWCF Annual Report](#)... don't you?!)
 - We need:
 - Stand-alone digital files (not embedded in your final report) in jpg or tif
 - High resolution image (at least 300 dpi)
 - Bonus consideration for pictures featuring people using the park!



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- #3 Don't forget: Give credit where it's due
 - Signs are a great way to let the public know that they are **benefitting** from the work of public agencies and dollars
 - Signs help facilitate long-term compliance
 - A permanent sign acknowledging the federal-state-local partnership role is required (7.C)
 - Press coverage for your project is good too!



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- #2 Don't forget: Make sure NPS will accept your Section 6(f)(3) map
 - **Bonus Top Ten:** common map errors
 10. Not hand signed
 9. Not dated
 8. Not an original copy
 7. Boundaries not clear
 6. Outstanding rights not shown
 5. Official park name not listed
 4. Missing grant number
 3. No/wrong acreage
 2. Location not clear
 - 2a. No North
 1. Not the map NPS agreed to!



I am told there are people who do not care for maps, and I find it hard to believe.
Robert Louis Stevenson, Treasure Island



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- #1 Don't forget: Although your grant is ending, **perpetual** compliance is just beginning
 - 50 years from now will someone be able to understand your LWCF project?!
 - These documents comprise the project's permanent record



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Questions??

