

Wabash River Heritage Corridor Fund



2018 Guidelines Manual for Recreation Projects

Indiana Department of Natural Resources
Division of Outdoor Recreation
402 West Washington Street, Room W271
Indianapolis, Indiana 46204
(317) 232-4075
www.IN.gov/dnr/outdoor



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Grant Timeline

ONE PAPER COPY OF THE ENTIRE GRANT APPLICATION, WITH ORIGINAL SIGNATURES, MUST BE COMPLETED, CLEARLY POSTMARKED BY **OCTOBER 1**, AND SENT TO THE DIVISION OF OUTDOOR RECREATION. IF YOU PLAN TO HAND DELIVER THE APPLICATION, IT NEEDS TO BE AT OUR OFFICE BY **4:30 PM ON OCTOBER 1**.

August – October 2018 – Interested applicants meet with Grants Staff to discuss proposed project and go over application process

October - November 2018 – State application review; additional information period; site visits; evaluate, rate, and rank projects

December 2018 - January 2019 – Ranked projects presented to Wabash River Heritage Corridor Commission and recommended to DNR Director for approval

January 2019 - June 2019 – Grantee coordinate with appropriate state agencies for environmental and/or historic review

Grantee obtain a full appraisal done by a general certified appraiser (for land acquisition projects). After state approval, all land acquisition should occur as soon as possible.

Grantee submit detailed architectural/engineering plans for ADA review by the Division of Outdoor Recreation.

Grantee obtain any necessary construction permits or clearances. *All necessary clearances, plans, and permits must be completed before development commences.*

Grantee and DNR sign state Grant Agreement.

Summer 2019 - Spring 2020 - Grantee bid and start construction! That is, if all goes well in the above timeline.

This timeline can change because of many variables, but it gives you an idea of the time it will take to get a project to the development stage.

(The above timeline for approvals is provided in more detail in Chapter 4.)

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Chapter 1

Grant Program Summary

The Wabash River Heritage Corridor Fund

In the late 1980's, the Indiana Department of Natural Resources (DNR), began receiving new requests for assistance with conservation and recreational development projects along the Wabash River and its historic transportation corridor. The Wabash River's historic transportation corridor includes the Little River and the old portage to the Maumee River. This is considered the northernmost transportation link for fur traders and canal shippers between Lake Erie and the Gulf of Mexico.

In the recent past, local communities along the Wabash River have taken an aggressive interest in developing this significant yet underutilized resource. Communities have reconnected with the Wabash River's rich natural, recreational, cultural, and historical significance. Local communities along the corridor have begun to develop their ideas and plans to rediscover the Wabash—the official State River.

As this surge of enthusiasm and interest began to grow, the Indiana General Assembly in 1990 appropriated \$700,000 to assist in the renaissance of the Wabash River. With the assistance of the DNR, the Wabash River Heritage Corridor Fund (WRHCF) was established to assist in funding conservation and recreational development projects in Cass, Carroll, Tippecanoe, Fountain, and Warren Counties.

The 1991 Indiana General Assembly appropriated an additional \$750,000 to the WRHCF program. At the same time, three more counties were added to the eligibility list. Those counties are Miami, Parke, and Vermillion. To advise in the direction and procedures of the program the Wabash River Heritage Corridor Commission was established. Membership is made up of the DNR Director and one representative from each county in the corridor.

In 1995 the Indiana General Assembly appropriated an additional \$750,000 for the WRHCF. These funds were available in 1996 for all 19 counties along the Wabash River to apply for grants. These counties include: Adams, Allen, Carroll, Cass, Fountain, Gibson, Huntington, Jay, Knox, Miami, Parke, Posey, Sullivan, Tippecanoe, Vermillion, Vigo, Wabash, Warren, and Wells.

In 1998 the General Assembly appropriated \$5 million for the corridor. The intent again was to spread these monies along the corridor to enhance the natural, recreational, and cultural significance of the river corridor. That was the last time the legislature budgeted money for WRHCF grants.

In 2009, legislation was revised to allow a new source of dedicated money to be placed in the fund. The owners of land in Indiana are due royalties from oil collected beneath their property. Because no person or agency owns the Wabash River, the royalties collected have gone into the state general fund. In 2009, IC 14-13-6 was revised to put this money in a non-reverting fund for

grants in the Wabash River corridor. The revenue is approximately \$100,000 per year. This fund is used to once again fund projects in the Wabash River Corridor and to administer the Wabash River Heritage Corridor Commission (WRHCC)

The Indiana General Assembly has defined the Wabash River Heritage Corridor as the Wabash River, the Little River, the land area in Indiana abutting the rivers, and the historic portage to the Maumee River. The DNR views this 510-mile heritage corridor as having cultural and natural resources rivaling those of any historic transportation route in the country. The corridor is primarily in private ownership and will remain largely privately-owned.

The WRHCF outdoor recreation grant is a matching-reimbursement state assistance program. Projects may be reimbursed for up to 80 percent of the total project cost. Local sponsors must provide at least 20 percent of the project costs. The matching program promotes a partnership between state and local entities which will ensure well-planned creative outdoor recreation development will be available for years to come. A feature of this program is that land acquired via easement or developed with this fund is set aside in for public outdoor recreation for a minimum of 25 years. Land acquired in fee simple is set aside in perpetuity ensuring that these sites will continue to exist for future generations to enjoy.

State Allocation of Funds

The program is administered by the Division of Outdoor Recreation, which works closely with the Wabash River Heritage Corridor Commission (WRHCC).

As funding grows to a suitable level, the DNR, in cooperation with the WRHCC, will consider applications for Wabash River Heritage Corridor Fund grant assistance for sites that are along the Wabash River in the 19 eligible counties. Projects will be rated and ranked according to project type and objective rating criteria. Funding priorities are as follows: (1) water trail access projects, (2) camping, (3) trails, (4) land acquisition, and (5) outdoor recreation facilities such as fishing facilities, playgrounds, picnic areas, and/or shelters. The rated project list will be submitted to the Corridor Commission for recommendation to the Director of the Department of Natural Resources for approval.

Project Cost

Grant Amounts

As previously mentioned, the Wabash River Heritage Corridor Fund program is a reimbursing matching state assistance program. Projects may be reimbursed a total of 80% of total project costs. Applicants may apply for only one project per grant round. The minimum grant amount is \$50,000 and the maximum grant amount is \$150,000.

Local Match Share

The state funds must be matched with at least 20% of the total project cost from the local sponsor. The match may consist of local budget appropriations, bond issues, loans, private donations of land, equipment, materials, labor and cash; and force account contributions of

materials, equipment and labor. Special appropriations of state funds may not be used as a local match.

Reimbursement

The project sponsor will not receive a cash grant at the time of the project approval. Instead, project sponsors must pay bills and supply the needed documentation and then be paid back for the expenses incurred from the project. Refer to Chapter Seven for a more detailed explanation of the reimbursement procedure.

State Administration

Grants Administration

The State and Community Outdoor Recreation Planning Section in the Division of Outdoor Recreation is responsible for the administration of the Wabash River Heritage Corridor Fund for outdoor recreation projects. Typical tasks include:

1. Review of project applications.
2. Rate projects to determine ranking for funding priority.
3. Conduct project site inspections.
4. Monitor compliance with state regulations.
5. Process state reimbursements for project sponsors.
6. Keep project sponsors current on changes in regulations or procedures.
7. Conduct final inspections to ensure sites were properly developed.

Questions regarding the outdoor recreation projects of the Wabash River Heritage Corridor Fund Program should be directed to:

Division of Outdoor Recreation
Indiana Department of Natural Resources
402 West Washington Street, Room W271
Indianapolis, Indiana 46204-2782
Phone (317) 232-4075
bbronson@dnr.IN.gov

Several other divisions within the Department of Natural Resources may review certain segments of grant applications. Construction in a floodway or alteration of a lake shoreline must be approved by the Division of Water. Appraisals are reviewed in the Division of Land Acquisition. The Division of Historic Preservation and Archaeology reviews outdoor recreation projects to assess their impact on archaeological, architectural, and historic resources. Various types of technical assistance related to natural resource analysis of a park site are also available to park agencies by Department staff.

Chapter 2

How to Apply for an Outdoor Recreation Grant

Eligibility Criteria

Applicants

Local units of government (preferably legally established park and recreation boards) within the identified 19-county corridor, or 501(c)(3) not-for-profit organizations may participate in the Wabash River Heritage Corridor Fund Program. Projects must be in Indiana, and located within one mile of the ordinary high water mark of the Wabash River, the Little River, or the historic portage to the Maumee River.

The project sponsor must administer the project through its completion and operate and maintain the site after completion. Any project receiving funding must be open to the public a minimum of 25 years. Applicants are strongly encouraged to develop long-range plans, maintenance and management plans, and site-specific plans that address natural and recreational goals and objectives.

Grant Application Funding Limits

All project sponsors may submit one application per grant round. The minimum grant-funding request is \$50,000. The maximum limit is \$150,000.

Grant Application Process

A project application for a Wabash River Heritage Corridor grant progresses through several steps. These steps may be summarized as:

1. Applications are reviewed, rated and approved.
2. Various state reviews conducted (Water permit, Historic Preservation, etc.)
3. Procedures to follow after project approval.
4. Project completion procedures.
5. Post completion responsibilities.

Outdoor recreation project proposals will be evaluated in a consistent and objective manner, using the established rating criteria. The criteria emphasize the outdoor recreation goals and priorities established by the Department of Natural Resources and the Wabash River Heritage Corridor Commission. The project sponsor supplies information as part of the application for the factors that apply to the project.

This information is then evaluated by the Department of Natural Resources' staff. Projects that do not rate highly enough for funding may be resubmitted by the applicant in a subsequent grant round.

The competition for funds is great and it is normal to have more dollars requested than there are funds available. Since the types and costs of projects vary greatly, it is impossible to predict which projects and how many will be funded in a given grant round.

State Approval

The rated and ranked list of projects is presented to the Wabash River Heritage Corridor Commission for recommendation to the Director of the Department of Natural Resources. The Director then approves projects on the ranked list, and submits it to the State Budget Agency with a request for the monies to be obligated for those projects.

The Department of Natural Resources will notify the project sponsor of final approval. The Department of Natural Resources may also issue a news release on the grant approval.

Application Submittal Requirements

1. The deadline for submission of project applications to the Department of Natural Resources will be announced each grant round. Applications must be postmarked no later than the application deadline.
2. Additional information requested by the Department of Natural Resources concerning the application must be on file prior to rating the project.
3. The sponsoring agency must have the local matching share of the project cost available when the application is submitted.
4. Operation and maintenance procedures and previous grant administration performance of the applicant must be adequate.

Criteria begin on next page.

Wabash River Heritage Corridor Fund (WRHCF) Outdoor Recreation Project 2018 Criteria

Project Evaluation Criteria

The following criteria will be used to rate and rank applications for funding of outdoor recreational projects from the Wabash River Heritage Corridor Fund. **It is the most important document in the application. Each element must be addressed in narrative form and must include supporting documentation in order to receive points.**

**All development must meet accessibility requirements for persons with disabilities based on current best available information.*

(1) Commission Participation

Applicants will receive one point for every meeting that a commission member, alternate, or proxy represented your county at a WRHCC meeting. The attending person must count toward a quorum. Proxies given to other members in attendance will not count. Points are calculated from the six meetings prior to the grant application deadline. Copies of the meeting minutes will be used to calculate points.

Commission Participation (6 points possible) _____

(2) Outreach Materials

Project develops maps, guides, and/or utilizes technology to provide amenity and access information. For example, offering boat access information on the Internet (including maps and directions, marketing of camping opportunities/events, etc.). The information can be placed on an existing website or a proposed website.

Outreach Materials (1 point) _____

[Projects that incorporate outreach materials must include documentation in the cost breakdown and will be required to show proof of production (i.e., completed brochures, active web pages, etc.)]

(3) Healthy Rivers Initiative

Project is located within the boundaries of the state Healthy Rivers Initiative

<http://www.in.gov/dnr/6498.htm>

(1 point) _____

(4) “First Time” Awards

Project is located in a **county** that has not received a WRHCF grant since 2012.

(1 point) _____

Applicant has not received a WRHCF grant since 2012. **(1 point)** ____

(5) Water Trail Public Access

Project develops water trail public access on the Wabash River. Water trail public access sites are eligible for points depending on the project distance from the closest existing river access points. The river access must be an officially recognized access point open for public use. The point distribution is based on the optimal distance of 10 to 15 miles between river access points. Applicants must provide documentation of the nearest existing river access.

- Between 10 to 15 miles of existing river access (50 points)** ____
- Between 5 to 9.9 miles of existing river access (45 points)** ____
- Greater than 15 miles of existing river access (35 points)** ____
- Less than 5 miles of existing river access (25 points)** ____

(6) Camping

Campsites must be available to water trail users.

- Developed camping (electric, water and/or sewage hookup) (20 points)** ____
- Primitive camping (15 points)** ____

- Within 100 yards of the Wabash River (10 points)** ____
- Further than 100 yards from the Wabash River (5 points)** ____

- 15 or more campsites** (must meet Dept. of Health regulations) **(10 points)** ____
- 10-14 campsites** (must meet Dept. of Health regulations) **(8 points)** ____
- 6-9 campsites (5 points)** ____
- 1-5 campsites (3 points)** ____

(7) Trail (must be at least 0.5 mile in length)

Trail projects must be at least 0.5 mile long with a firm and stable surface to be eligible. Typical hard surfaces include concrete and asphalt. In areas with negligible slope and flooding, compacted limestone screenings may also be considered a hard surface. 75% of the trail must be within one mile of the Ordinary High Water Mark (OHWM) to be eligible.

- a. Length** (actual number of miles being developed with this project)
 - 1.51+ miles (25 points)** ____
 - 1.01-1.5 miles (20 points)** ____
 - 0.5-1.0 mile (15 points)** ____

b. Networks

Project develops trails that connect to trail systems to form trail networks. Properties that are within a defined property will not receive points for connections within that same property. For purposes of this program, sidewalks and publicly maintained roads are not considered trails. The connection must be either an existing, separate and distinct trail or a proposed, separate and distinct trail that has received funding or is in the process of being built. Please submit documentation showing the proposed WRHCF project and the existing/proposed trail with which it will connect.

Connection within a local network (1 point) _____
Connection to another network (1 point) _____

c. Wabash Heritage Trail

Projects that include development and designation of a segment of the Wabash Heritage Trail, the primary trail for walking and bicycling throughout the Wabash River Heritage Corridor, will receive 3 points.

Wabash Heritage Trail (3 points) _____

(8) Land Acquisition

In order to score points, land must be an integral part of the project, be acquired in fee simple, be at least 10% of the total project cost, and occur within the Wabash River Heritage Corridor. Land must be available to the public by either the river or public road/path. For non-waterfront/non-adjointing acquisitions, 75% of the land parcel must be within the specified distance to receive points. Each acquisition project must include a site plan, statement of value from a certified appraiser, and a description of how the project will be used. Acquisition of land shall be on a willing-seller basis only.

Waterfront Acquisition (30 points) _____

Non-Waterfront Acquisition Less than 1/2 Mile from OHWM (20 points) _____

(9) Additional Facilities and Amenities

The project receives points each for developing additional facilities and amenities.

- Restroom (4 points) _____**
- Parking (2 points) _____**
- Interpretive Signs (2 points) _____**
- Wildlife Habitat Amenities (bat boxes, native plantings, etc.) (2 points) _____**
- Water Fountain (1 point) _____**
- Picnic Area (1 point) _____**

Active Recreational Facilities (sport courts/fields, spray park, etc.) (1 point) ____
Large Group Shelter (50 to 200 capacity) (1 point) ____
Playground (1 point) ____

Additional Facilities and Amenities (15 points possible) ____

RATING CRITERIA POINTS SUMMARY ON FOLLOWING PAGE.

RATING POINTS SUMMARY

1. Commission	6 points possible _____
2. Outreach Materials	1 point possible _____
3. Healthy Rivers Initiative	1 point possible _____
4. First Time Awards	2 points possible _____
5. Water Trail Access	50 points possible _____
6. Trail	
a. Length	25 points possible _____
b. Networks	2 points possible _____
c. Part of Wabash Heritage Trail	3 points possible _____
7. Land Acquisition	30 points possible _____
8. Additional Facilities and Amenities	15 points possible _____

Total 175 points possible _____

Chapter 3

Writing a Grant Application

Applications requesting assistance for Wabash River Heritage Corridor Fund grant projects are submitted to the Department of Natural Resources, Division of Outdoor Recreation. This chapter describes how to complete application forms and various other attachments that must be submitted. Blank forms are available from the Division of Outdoor Recreation. A checklist of the items needed for all project applications is at the end of this chapter. Applicants are encouraged to contact the grants staff if questions arise in preparing an application. Please read the information carefully, since it will answer many of your questions. Each project sponsor should keep another copy of the complete grant application, as submitted, in local files. The grants section strives to keep program guidelines current. Contents of the grant application packet may change accordingly from year to year. If there is a conflict between text in this manual and the application packet, the current application packet will supersede the manual. In any case, a grants coordinator should be contacted immediately if anything is unclear.

Applicants are strongly encouraged to meet with the Grants Staff prior to submitting an application to ensure that the best possible project is developed and to answer any questions about the application process. Project applications must be complete when submitted to the Division of Outdoor Recreation. Incomplete applications will be returned to the applicant. Please review your project application carefully for consistency, original signatures, and correct dates, before it is submitted.

The Application Form

The information about the project, sponsor, and contact person will be used throughout the term of the project, so be sure it is accurate and the contact person listed is aware of his or her responsibilities.

Program Narrative

This item should be written in narrative form and include the following elements:

- 1. Project Description.** Indicate in detail how the land will be acquired (if applicable), the type of development proposed, and the type of users expected (inner city, weekend, youth, family, senior citizens, etc.), giving as much specific information about the project as possible.
- 2. Accessibility for People with Disabilities.** Describe how the project site will be developed for use by persons with a disability, in conformance with the Department of Justice's 2010 American with Disabilities Act Standards for Accessible Design, available online at (<https://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>). Site and building plans submitted with the project should illustrate these standards and adopt current guidelines and

best practices for accessibility. (A further description of the accessibility requirements can be found in Chapters 4 and 6.)

3. Overhead Wires and Other Environmental Intrusions. Overhead wires and other non-recreational structures can often interfere with an outdoor landscape and sometimes even present dangers for the user. Describe how you will remove existing overhead wires and other environmental intrusions on the site. All power lines must be identified on the site plan.

4. Public Participation. With increased public awareness and concern for government spending, it is important to receive public input beginning with the initial planning of a project. Sponsors must actively solicit public opinions and suggestions for potential projects. The project sponsor must submit evidence to prove public input was actively sought as part of the project application. This must be in the form of a public meeting and may also include a survey questionnaire. Describe how the public's suggestions and concerns were incorporated into the project proposal. The public meeting previously conducted for a five-year master plan or other type of plans not specific to the WRHCF project *will not* satisfy this requirement. Most projects will generate some negative comments. Negative comments should be discussed and mitigated if possible. Demonstrate that any negative comments were also taken into consideration when planning the project.

a. Public Meeting. A news article can provide evidence of the meeting and should discuss the project. Give the date(s) of the meeting(s), including the number of persons attending, and their general comments, both positive and negative. *If the project involves construction in the floodplain, this must be clearly stated in the news article.*

b. Written comments from local public officials.

5. Site Significance. Summarize the known natural, cultural, or other significance of the site. The official historical/archaeological review process is conducted after project approval.

Application Attachments

To be considered for funding, the application must be accompanied by the following attachments.

Cost Breakdown

One copy of a cost breakdown must be submitted with the project application. The cost breakdown should show all details of the acquisition and development for which reimbursement is being requested. The sample cost breakdown at the end of this chapter shows an example of the detail needed. The total project cost shown on the cost breakdown must match the figure listed on the project Application Form. Be sure to include an amount for contingencies. Generally, a 10% contingency amount will help guard against increases in costs between the time when the estimates are made and project construction period begins.

Evidence of Local Match

A statement from the local fiscal officer or appropriate authority verifying the applicant has funds for their matching share or pledges from donors stating their intentions to donate land, labor, and/or equipment.

Rating Criteria Information

Project sponsors provide information that will aid the grants staff in evaluating the project on the rating formula. These questions are extremely important and should be answered completely. **This is the primary document used by the grants staff to rate project applications for funding priority.** The rating criteria are explained in Chapter 2.

Photographs, Maps, Site and Building Plans

- 1. Location Map.** Each project application must be accompanied by accurate maps that identify the exact location of the project site in sufficient detail so a person unfamiliar with the area would be able to find it easily.
- 2. Boundary Maps.** Enclose a map (w/scale) showing the exterior boundaries of the area and the acreage to be acquired or developed.
- 3. Base Maps.** Enclose a base map, which is properly labeled, color-coded or keyed into a legend. Examples of base maps for acquisition and development projects can be found later in this chapter.
- 4. Photographs.** Pictures of existing buildings, recreation facilities and natural site features should be submitted.

Lesser Property Rights

In addition to identifying all lesser interests on the base map, the legal document should be submitted with the application. This includes leases, permanent or temporary easements for access, streets, utility rights-of-way, scenic preservation, etc.

Deed(s)

One copy of the deed(s) and/or easement(s) for the land to be developed should be submitted with the application. For land acquisition projects, the deeds for the tracts to be acquired will be required before or at first billing.

Environmental Assessment

The environmental effects of a project are evaluated through the preparation of an Environmental Assessment for all projects that may result in significant adverse effects to the environment. All Wabash River Heritage Corridor Fund projects must have some basic environmental data to determine the impact of the proposed action.

All project applications that include land acquisition must be accompanied by a completed Environmental Assessment Form (see Appendix). The Environmental Assessment Form addresses how the proposed project will impact natural and man-made environments in the project area and surrounding areas.

All project applications involving development in an existing park must be accompanied by a brief summary of the known historical, archaeological, and environmental disturbances of the park area and any environmental/natural resources on the site that may be affected by the current project.

It is very important the information provided is accurate and objective. Deceptive or inadequate analysis of potential impacts could lead to the withdrawal of state funds from the project, repayment of already-reimbursed funds, or potential court action against the project sponsor. The following suggestions will assist in the preparation of this report.

1. Keep the environmental information free of project justification and personal bias. The project is fully justified elsewhere in the documentation.
2. Do not rely on generalities. The specific facts are essential. General statements and all allegations should always be supported and quantified.
3. Liberal use of maps, sketches, and related graphics to help explain the project are of great value.
4. Writing style should be kept clear and concise. Adverse impacts should be addressed as fairly as the beneficial impacts.

Projects Acquiring Land

Appraisals

An estimate of value or full appraisal made by a certified appraiser must be submitted for each parcel of land to be acquired with the application. See Chapter 5 for additional information regarding the appraisal and statement of value guidelines. If an estimate of value is submitted with the application, the applicant should hire the same appraiser to complete the full appraisal later. This should help provide consistency in land values.

Development Projects

Permits for Construction in the Floodway

Projects may require construction in the floodway permits to be obtained after grant approval. However, if any permits have been obtained prior to the application, copies should be included with the application packet. More information about these permits is contained in Chapters 2 and 6. Contact the Division of Water for forms and instructions needed to apply for a construction in floodway permit.

Wabash River Heritage Corridor Fund Grant Application Checklist

All grant applicants must submit the following items. Only complete applications will be accepted.

ALL PROJECTS

_____ 1. Eligibility (includes local units of government in the 19-county corridor and 501(c)(3) not-for-profit organizations)

_____ 501 (c)(3) corporations must provide verification of not-for-profit status

_____ 2. Application form, signed by the appropriate authority

_____ 3. Cost breakdown showing the total cost of every scope item

_____ 4. Evidence of local funds from fiscal officer or pledges from donors

_____ 5. Program Narrative including:

_____ Project Description (if the grant project is part of a larger project clarify this and describe each separately). Include acreages for existing property and any acquisition. Mention all features/amenities the grant will cover. Include length of any trail developed.

_____ Describe all eligible pre-agreement costs (ensure these are on the Application Form under Preliminary Expenses and in the Cost Breakdown)

_____ Access for persons with disabilities (in conformance with the Architectural Barriers Act of 1968 and Section 504 of the Rehabilitation Act of 1973)

_____ Overhead wire burial or removal

_____ Public participation (include the news advertisement and/or public meeting minutes describing the project)

_____ Other federal or state funding

_____ Relocation of tenants, businesses, or homeowners (acquisition only)

_____ 6. Location map (city or county road map)

_____ 7. Park site boundary map, showing exterior boundaries of park and acreage(s), easements, rights-of-way, etc.

_____ 8. Color photographs showing the site features in general

_____ 9. Acquisition and/or development plans, identifying all scope items

_____ 10. Environmental Assessment Form (for land acquisition projects, see Appendix) **OR** Summary of known known historical, archaeological, and environmental disturbances of park area (for development projects only)

_____ 11. Rating criteria information, including attachments

_____ 12. Property deed(s) for the entire site (if currently owned)

_____ 13. Easement document(s) for all utilities, transportation, etc.

_____ 14. Project proposal assurances

LAND ACQUISITION PROJECTS

_____15. Estimate of value (or appraisal) for each parcel being acquired

_____16. Option(s) to purchase, if applicable

____Statement of Just Compensation and Offer to Purchase or,

____Waiver of Just Compensation

AFTER APPROVAL BY THE DEPARTMENT OF NATURAL RESOURCES

The project sponsors must submit the following items for applications approved by the Department of Natural Resources.

_____17. Environmental (for land acquisition) and Historical/Archaeological reviews

_____18. Copy of application for permit(s) for water related construction

_____19. Full appraisal for each parcel being acquired with WRHCF grant

_____20. Escrow agreement(s)

_____21. Property deed for each parcel being acquired

Chapter 4

Now That Your Grant Is Funded, What Next?

Project Approval

The local sponsor will be notified when the Director of the Department of Natural Resources has approved the projects recommended by the Grants Staff and WRHCC. If your application was not recommended for funding, the Grants Staff can review your application and explain why points were awarded in some cases and not in others. This will allow you to improve the application before submitting in the next grant round.

Accessibility for Persons with Disabilities

State and federal laws require certain design standards to be followed, which will enable persons with disabilities to use public facilities. There are three federal acts that provide the basis for assuring that discrimination against persons with disabilities does not occur. The federal Americans with Disabilities Act (ADA) requires that sites and facilities be designed so they are accessible to persons with disabilities. The State of Indiana follows the guidelines of the ADA and other federal acts to ensure that public facilities are accessible to all individuals.

Project Sequence

Once the project is approved by the DNR Director, the local sponsor must complete the following steps:

A. Environmental/Historic Review (1 month)

For land acquisition projects, the project sponsor must submit information for Early Coordination/Environmental Review by the DNR. The sponsor must include an extra copy of the submittal for the SHPO (with a note that it is for SHPO). A list of the information required for this review can be found here: <https://www.in.gov/dnr/water/files/EnvironmentalReviewRequiredinfo.pdf>. Information should be submitted electronically to environmentalreview@dnr.in.gov or cstanifer@dnr.in.gov.

For development projects in an existing park, the project sponsor should submit the above information to the SHPO and coordinate with the Grants Staff to ensure that all appropriate agencies have been notified of the project.

B. Appraisal Review (for acquisition projects only) (2 months)

Before making a commitment to obtain land, the project sponsor must submit a full appraisal to the Department of Natural Resources for approval. The land is required to be appraised by a state-certified general appraiser. Qualified appraisers can be located using Indiana's online search for licensed professionals available at <https://mylicense.in.gov/EVerification/>. Enter only information for License Type (choose "Certified General Appraiser"), Status (choose "Active"), and County or City, State, and/or zip code. The landowner must be given the opportunity to accompany the appraiser on his or her inspection of the property.

There are two sets of criteria for completing an appraisal. The formal appraisal is required for land value of \$25,000 or more. Where a parcel has a value of less than \$25,000 and the expense of a formal appraisal would not benefit the landowner, a waiver valuation from a qualified person knowledgeable of the general market values in the project area will be acceptable. Note that the averaging of the final values of two or more appraisal reports to estimate the fair market value of a property is unacceptable.

For additional information on appraisal requirements contact your grant project officer who may connect you with the DNR Land Acquisition division for clarification. Additional land acquisition requirements are outlined in Chapter 5.

C. Construction Document Review (2 to 4 weeks)

The grantee must submit detailed plans and the bid tabulation sheet to the Division of Outdoor Recreation prior to beginning construction. The DNR grant coordinator will review the project for compliance with federal regulations and specific compliance with the Architectural Barriers Act of 1968 and the Americans with Disabilities Act of 1990. Sustainability and safety will also be a focus of the review. The project will be reviewed for compliance with the scope of the project as written in the Grant Agreement. The grantee must follow all state regulations regarding bidding procedures.

Once the plans have been approved by the DNR grant coordinator, they should be submitted for any permits, including those for construction in the floodway. The grantee must submit a copy of all permit approvals to the Division of Outdoor Recreation.

D. State Grant Agreement (1 to 2 months)

The Grant Agreement is a state contract entered into by the Indiana Department of Natural Resources and the project sponsor. The grantee will be notified via email that the Grant Agreement is ready for download, review and signature from the State website. The agreement will provide information

required for project correspondence and will describe the responsibilities of the State and of the project sponsor. Please read the agreement carefully. There are many pieces of important information included.

The project number will be assigned on the agreement. It is given for state identification purposes. This project number is to be used on all project correspondence.

Under Clause 1, Purpose of Agreement, the amount of the grant is stated. The WRHCF grant amount may not exceed 80% of the total project cost. The cost breakdown submitted with the application will be attached to the agreement.

Under Clause 2, Representations and Warranties of the Grantee, the grantee agrees to certain responsibilities. One of which is annual financial reporting with the State Board of Accounts. The information for reporting will be attached to the agreement.

Clause 4, Term, covers the approval and expiration dates for the grant. The approval date is the date of the last State signatory. Any work begun before this date, other than those identified as pre-agreement costs, will not be reimbursed. The expiration date is when the project must be completed. All work must be finished by this time to be eligible for reimbursement.

The project scope identifies the elements included in the project proposal as approved by the DNR. Only those items will be eligible for reimbursement. If the project sponsor needs to make revisions, the grants coordinator should be contacted before those revisions are made.

Nondiscrimination

Project sponsors must comply with the nondiscrimination obligations imposed by federal laws upon states, communities, and organizations who acquire and/or develop facilities for general public use. The major acts concerning nondiscriminatory practice for which compliance guidelines have been issued by the Interior Department are Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and the Architectural Barriers Act of 1968.

Assurance of Compliance

The Assurance of Compliance (Appendix, page 123) explained in Chapter 3 is signed by the project sponsor as part of the grant application. This agreement states that the project sponsor will comply with Title VI of the 1964 Civil Rights Act.

After all of these items are completed, the local sponsor can complete negotiations and purchase the land or advertise for bids, sign contracts, and start construction. For acquisition

projects, the sponsor should follow the procedures in Chapter 5. For development projects, the sponsor should refer to the construction guidelines in Chapter 6. Please note that proposed building construction likely must also be reviewed by the Indiana Department of Fire and Building Services.

Progress billings may be submitted after the project is approved. Billing procedures are explained in Chapter 7.

If changes occur or problems are encountered during the project period, the DNR grants coordinator for the project should be contacted immediately. As indicated previously, changes may result in a need to amend the project in order to ensure full state assistance for the project.

Amendments

During the project period, various situations may result in changes or deviations from the Grant Agreement. An amendment is necessary to alter the signed agreement. Changes that commonly necessitate an amendment are increases or decreases in the project scope or an extension of the project period.

Changes in Project Scope

Only those items approved for the project are eligible for grant assistance. Similarly, facilities must be constructed in the same location as designated on the site plan submitted with the application. Due to unforeseen changes in project costs or revisions in the plans for the park, certain items may have to be added or deleted from the project after it is approved. In the case of adding an item to the project, construction on that item cannot begin until the amendment is approved. The amount of grant assistance specified in the Grant Agreement may not be increased for that particular project. Costs incurred above this amount must be paid by the local agency.

All changes in the project scope should be consistent with the intent of the original application. If the application specified picnic area development, a swimming pool could not be added by an amendment; however, additional picnic tables, grills, or a shelter could be added. All changes must be justifiable and the need for change must be documented by correspondence with the Division of Outdoor Recreation, accompanied by revised cost estimates, construction drawings, and site plans.

Project Period Extensions

All acquisitions and development must take place within the project period, which is identified in the Grant Agreement. The agreement is sent to the project sponsor after the project has been approved. For most projects, the target date for project completion will be based on a four-year project period. If the project cannot be completed during the period identified on the agreement, a request may be submitted for a time extension. The request must justify why the project

cannot be completed before the expiration date. Justifications should include a time schedule for completing the remaining items. Work performed after the project has expired will not be eligible for grant assistance. Final payments of work done during the project period can be made after the project has expired. These payments should document that the work had been completed before the project period expired.

Projects may be extended for one year if the request is justifiable. This extension should enable the work to be completed. Projects needing additional time will normally receive an extension only once.

The project sponsor initiates the amendment by submitting a request for the change to the Grants Coordinator assigned to your project. This request should include all project revisions desired, including cost estimates, maps or design plans, and justification of the need for changes. It is recommended that the Grants Coordinator be contacted prior to submittal of the amendment request. The staff member will be able to provide advice on the feasibility of an amendment approval. An amendment for a change in project scope can be requested any time prior to the construction of the added item or acquisition of the added tract. ***An amendment for an extension of time should be submitted at least sixty days before the project is scheduled to expire.*** See below for the Checklist for Amendments.

It is essential that amendment requests be kept to a minimum. Amendments may cover items that could not be anticipated in the original project. Major deviations from the original project will not be accepted. It is the responsibility of the project sponsor to thoroughly determine the scope of the project prior to the submission and, upon approval, carry through with that project.

If approved, the grantee will be notified via email that the *Amendment to the Grant Agreement* is available for download and signature from the State's website. After official state signatures are obtained, one copy of the executed document will be emailed to the project sponsor so that both agencies will have signed amendments for their files.

CHECKLIST FOR AMENDMENTS

Listed below are specific items to be included in submitting amendment requests.

For changes in project scope:

- ___1. One (1) copy of a revised cost breakdown showing the cost of items completed and the estimated cost of work yet to be done, including the items to be added to the project.
- ___2. One (1) copy of the building plans for any buildings being revised or added to the project.

- ___3. One (1) copy of a revised site plan, showing the locations of the facilities to be added or plat map showing the location of the additional land to be purchased.
- ___4. One (1) copy of a justification for the revisions, which may be included in the transmittal letter.

For project period extensions:

- ___1. One (1) copy of a time schedule showing the dates the remaining project items are to be completed.
- ___2. One (1) copy of a justification for the project period extension, which may be included in the transmittal letter.

Project Completion

When the sponsor submits the final billing, the grants staff will conduct a final inspection before final reimbursement. If the project has been completed in accord with the Project Agreement, the final billing can be processed. Additional documentation will be needed for the final billing and close-out as indicated in Chapters 7 and 8.

To be considered complete and ready for final billing, a permanent Wabash River Heritage Corridor Fund sign must be displayed on the site in accord with the instructions in Chapter 8.

The final billing should be submitted within sixty days of the completion of the project or expiration date, whichever comes first. This procedure will enable both the local sponsor and the Division of Outdoor Recreation to complete the final project data and terminate administrative procedures as soon as possible. The sponsor's long-term obligations regarding project sites are explained in Chapter 8.

Chapter 5

Acquiring Land

Site Selection for a Grant Application

Acquisition projects include the purchase of a specified portion of land within the Wabash River Heritage Corridor for outdoor recreation purposes. **Once acquired, this land must remain in public recreational use forever.** A project may involve the acquisition of several parcels to create a new site or expand an existing site. Examples of land acquisition projects are the purchase of land for a canoe launch or a park, or parcels along a river to create a greenway park corridor.

In determining the boundaries of a project, the sponsor should take into account the impact of the acquisition and subsequent development on residents in the adjacent area, in addition to engineering and other factors. If a partial taking would leave an owner with an uneconomic remnant, the project sponsor must offer to acquire the entire property.

State Land Acquisition Policies

The State of Indiana encourages public policy and procedures for the acquisition of real property that are fair and consistent and directed toward giving the property owner the full measure of compensation authorized by law, promptly, with a minimum of inconvenience, and without prolonged negotiation or costly litigation. The land acquisition guidelines for Wabash River Heritage Corridor grants are designed to assure compliance with grant standards. These guidelines do not relieve the sponsors from their obligations to acquire land in compliance with pertinent portions of the Indiana Code. Acquisitions as part of WRHC projects may only be made from willing sellers. The use of Eminent Domain is prohibited.

Eligible Types of Land Acquisition

The types of acquisition that are eligible for Wabash River Heritage Corridor Fund assistance include, but are not limited to, those listed below. If there is a question about a project's eligibility, the sponsor should consult with the grants staff to obtain a determination.

- 1. Water Trail Access Sites:** Frontage on the Wabash River that provides opportunities for recreational use.
- 2. Camping Sites:** Any sites in the Wabash River Corridor which provide camping opportunities for water trail users or other enthusiasts.
- 3. Trail/Greenway Corridor:** Parcels which form a greenway corridor for recreational use, such as an abandoned railroad line for a multi-purpose trail or a riverbank trail system.

4. Outdoor Recreation Facility Lands: Land within the river corridor for day-use picnic areas, neighborhood playgrounds or fishing.

Ineligible Types of Acquisition

Wabash River Heritage Corridor Fund assistance will not be used for:

1. School Sites: Land to help meet a public school's minimum site size requirement, as established by state or local regulations.

2. Professional Facilities: Areas and facilities to be used primarily for semi-professional and professional arts and athletics.

3. Fish and Wildlife Sites: Areas and facilities to be closed to the public and used solely for game refuges or fish production purposes will not receive assistance; however, such areas and facilities may be eligible if they will be open to the public for general compatible recreation, or if they directly serve priority public recreation needs.

4. Railroads: Lands, trestles, track, ties, ballast, stations, yards, and the like if they are to be used for the commercial, non-recreational operation of trains.

5. Farmland: Agricultural land which will primarily continue to be used for farm purposes. Limited agricultural use is eligible if it supports recreation such as demonstration farms, wildlife management or hunting.

Development on Land Acquired with Wabash River Heritage Corridor Fund

Recreation Uses

Areas acquired may serve a wide variety of recreation activities including, but not limited to, walking for pleasure, sight-seeing, fishing, picnicking, nature viewing, boating, camping, bicycling, hiking, and other activities.

Acquisitions Involving Compatible Uses

Non-recreation uses that are compatible with and secondary to recreation such as flood control, buffer lands, water conservation, timber management, grazing, and other natural resource uses may be carried out within a project area. Such uses must be clearly described in project proposals.

Future Development Conditions

It is not necessary that future development is carried out with grant assistance or that the proposed unassisted development receive prior approval from the grants section so long as it is in accord with purposes for which the acquisition was made. Once the land is acquired, it must always be used for public recreation purposes.

On land where Wabash River Heritage Corridor Fund is used for the acquisition, certain regulations for the development of facilities must be followed. All facilities must comply with the Americans with Disabilities Act. Facilities that will compete with those provided by the private sector should generally

be avoided. Chapter 6 explains other development requirements, such as state and federal permits and approvals, which need to be obtained for construction projects.

Acquisition for Delayed Development

Wabash River Heritage Corridor Fund assistance may NOT be used to acquire property for which the development of recreation facilities is planned at a future date.

This policy does not prevent the continuation or introduction of non-recreation uses such as timber management, grazing, and other natural resource uses, or agriculture for wildlife habitat food plots. These must be clearly described in the project application, compatible with and secondary to the recreation uses intended for the property, and approved by the grants staff.

Land Acquisition Costs

Eligible Costs

Costs eligible in an acquisition project are:

1. The purchase of real property through negotiated purchase.
2. The purchase of lesser rights including permanent (conservation) easements and other interests in real property.
3. Real property acquired by donation from a private individual or organization.
4. Incidental and relocation costs as described in the federal relocation law, P.L. 91-646.
5. Acquisition of land from another public agency at the minimum cost allowed by law.
6. The difference in value between exchanged real property for another property having greater value.
7. Boundary surveys, appraisals, title search and legal fees paid by the sponsor for the land acquisition.

Ineligible Costs

Costs ineligible for funding in an acquisition project include:

1. Interest charges, fines and penalties paid by the sponsor.
2. The value of real property donations required by law or ordinance (mandatory dedication).
3. Taxes that the sponsor is not required to pay.
4. Damage judgments arising out of acquisition whether determined by judicial decision, arbitration, or otherwise.

Date When Costs Are Incurred

Confusion often arises in acquisition projects as to the exact date when costs are incurred. To be eligible for matching assistance, costs must be incurred within the project period (date of state approval to the date of project expiration). Acquisition costs are incurred on the date when the earliest of the following transactions take place:

1. The project sponsor accepts the deed, easement, or other appropriate conveyance.
2. The project sponsor makes any payment toward the title to the property (escrow included). If the cost of an option to acquire land will count as part of the payment for the land if it is purchased, the option price will be eligible for reimbursement even though it was paid before the grant approval date.

Transfer of Title

According to Indiana statutes, land is considered transferred when the warranty deed has been signed and recorded in the county recorder's office. If funding will be requested for the cost of acquisition, the deed for a land purchase or bargain sale cannot be signed by the seller or donor and buyer until the project is approved by the state.

The sponsor may want to guarantee that land will be available for purchase after grant approval. This might occur when the property is on the market for sale or a donor wants to give the land within a given time period for tax purposes. The property may be reserved for the sponsor by: (1) having a private third party acquire and hold title to the land, (2) by placing the title in escrow, or (3) by securing an option to purchase by a later date.

A third party could be an individual, private business or educational institution, not-for-profit organization, foundation, or other similar entity, as long as it is not a public governmental agency. Under certain circumstances, special permission may be obtained to take title to a land purchase prior to grant approval. These alternatives are explained below.

Option to Purchase

The sponsor may take an option on the property to prevent the land from being sold prior to the approval of a grant. To exercise an option to purchase, the buyer advises the seller that the buyer desires to complete the purchase. An option may be exercised after state approval, so that the date of the project approval would be the exercise date.

If an option is written (not exercised) prior to state approval of the grant, then it should extend 6 months after date of project submittal so it may be exercised after the grant is approved. Since competition for funds may be intense, sponsors may find it helpful to negotiate an option that can be extended for a second year. This could enable the project to compete for funds a second time if it were not approved in the first round.

The purchase price specified in the option to purchase will be the amount negotiated after the land has been appraised and the fair market value offered to the landowner (as explained in the section on negotiated purchases). In order to obtain an option it is customary to pay a nominal amount for the option. A good rule of thumb is not to exceed 10 percent of the appraised value of the property. This amount should be applied toward the purchase price of the property.

It is important to keep records of any costs associated with the option to purchase, since they often can be reimbursed after the project has been approved. Project sponsors are encouraged to consult with

the grants staff before negotiating an option to insure the eligibility of the land acquisition under the option conditions.

Escrow Agreements

A landowner may want to transfer title to the land before a certain date to receive tax benefits. The sponsor may not be in a position to accept immediate title to the property since project applications usually do not know when they will receive state approval. In such instances, the warranty deed can be held in escrow by a third party (usually a bank, foundation or not-for-profit organization). An escrow agreement may state that acceptance of title by the sponsor is contingent upon approval of the Wabash River Heritage Corridor grant or may indicate a date after which title may be transferred to the sponsor if grant funds are not received. The important factor is that title must not be transferred until the project is approved.

Since the transaction is not actually completed and recorded while the land is in escrow, the landowner is still subject to taxes on the property while the land is in escrow. The sponsor should consult with their attorney on the responsibility they have to pay the taxes.

Early Acquisition Permission

Land purchased prior to grant approval is not normally eligible for reimbursement. Exceptions may be made only when immediate action is necessary and the time necessary to process an application would result in losing an opportunity to acquire the property. If this situation arises, the sponsor may obtain a “waiver of retroactivity” to take title to the property prior to project approval.

The sponsor must submit a written justification for the early acquisition, boundary, location and site maps of the proposed park, and a description of the proposed development. The request must be approved prior to acquisition.

If permission is given, the land value will be eligible for assistance only if a Wabash River Heritage Corridor Fund grant is later approved. Granting permission is only an acknowledgment of the need for immediate action; it does not imply a qualitative approval of the project. When rating a project application the waiver will also allow a project to be eligible for acquisition points within the acquisition criterion. The retroactive costs are incurred at the applicant's risk, since the granting of permission for early acquisition does not in any way ensure approval of the project. A project for land acquired in this manner may only be submitted within one year after permission is given. Early acquisition is allowed only when absolutely necessary. Other means of preserving the eligibility of land, such as escrow agreements and having private third entities hold title, are preferred.

Methods of Acquiring Land

Following are explanations of the various methods of acquiring land. Every type of land acquisition will require an appraisal so that a legal basis of value may be placed on the land. For consistency between the grant programs and ease in administration, all appraisals should meet the federal criteria that are available from the Division of Outdoor Recreation.

Negotiated Purchases

This section outlines specific procedures as mandated by state law to follow in acquiring land through negotiated purchases involving grant assistance. These steps must be followed by the sponsor in negotiating with the landowner.

1. Make initial contact with the seller to see if the land might be available for sale. **At this point the price should NOT be negotiated** since the purchase amount must be based on an appraisal.
2. Have the land appraised, with the landowner having the opportunity to accompany the certified appraiser.
3. Purchase a title insurance commitment or evidence showing quality and completeness of title to be purchased.
4. Submit the appraisal and title commitment to the Division of Outdoor Recreation for approval by a staff review appraiser. Upon receiving approval of an appraisal, the sponsor then knows the acceptable fair market of the property to be acquired.
5. Based on the written offer at the appraised value, the final selling price can be negotiated. If the purchase price is more than the appraised value, additional documentation explaining the difference in value will be needed, as explained later in this section. If the price is less than the appraised value, the acquisition is called a "bargain sale", and a Waiver of Right of Just Compensation must be signed by the landowner as explained in the section on bargain sales. At this point, the sponsor may sign an option to purchase if desired.

A grant application may be submitted during any of the above steps to acquire the land. The appraisal(s), however, must have been submitted and approved prior to Step 5. Again, the land can only be acquired during the project period to be eligible for reimbursement of acquisition costs unless permission for early acquisition was granted for a negotiated purchase before the land was bought, as explained earlier in this chapter. The above procedure is mandatory and must be followed for all negotiated purchases.

Land purchased by negotiated purchase is based on a fair market value for the property as established in an independent appraisal prepared by a state certified appraiser hired by the sponsor. There are two sets of criteria for completing an appraisal report. The abbreviated appraisal report may be used for land to be purchased between \$5,000 and \$25,000. A full narrative appraisal is required for land value of \$25,000 or more.

When a parcel is valued at less than \$5,000 and the expense of an appraisal would be disproportionate to its benefit, a written finding of value by an appraiser will be acceptable. This should list the certified appraiser's qualifications and experience, and a short description of the factors considered and the means by which the value was derived.

I.C. 8-13-18.5-11 specifies that governmental agencies shall have the property appraised and not offer less than the appraised value. However, I.C. 36-1-10.5 requires many local governmental agencies, including park boards, to obtain two appraisals for tracts worth more than \$25,000. The appraisals must be prepared by state-certified appraisers licensed as real estate brokers under I.C. 25-34.1. This is why, for tracts worth more than \$25,000, the lower appraisal is the basis for the offer to the landowner, rather than the average of the two appraisals.

It is important that appraisals answer all items completely. Reports should be submitted in narrative form with separate sections for each major item, and have maps, pictures, and a full listing of comparable sales. The landowner must be given the opportunity to accompany appraisers when they inspect the property.

Sometimes a seller or purchaser desires to spread payments for a tract of land over several years. "Contract sales," where installment payments are made over a specified period of time, are not usually acceptable for grant projects. The main reason is that in the event the periodic payments are not paid when due, the seller could foreclose and regain complete ownership of the land. Thus the state and local funds would have been invested with nothing to show for the expenditure. Another reason is the deed and legal ownership of the land is retained by the seller until the last payment is made. Reimbursement of costs incurred cannot be made until the land is paid for in full and title is transferred. Consequently, if the payments for the land were spread over several years, the sponsor could not receive reimbursement for any payments until all payments were made. The Division of Outdoor Recreation staff should be consulted before a contract sale is arranged to see if it will be acceptable.

A suggested acceptable alternative is to subdivide a tract into smaller parcels. The sponsor may acquire full title to each parcel individually and receive reimbursement as each is acquired. This does not jeopardize the investment of public funds and improves the cash flow for the project sponsor. Assistance for separate parcels may need to be applied for in different grants over a period of years, depending upon the cost and timing of the acquisition.

Condemnation

The Wabash River Heritage Corridor grant program will not cost share on land acquisition projects where the land in question is taken by condemnation.

Land Donations

The value of land donated by a private individual or organization can be used as part or all of the sponsor's share of the project cost. The donated value may be matched with grant funds for the acquisition of adjacent land or development on the donation or an adjacent site. A letter of intent to donate the property to the sponsor from the landowner must accompany the project application.

A written Offer to Purchase and Statement of Just Compensation are not necessary when acquisition is by full donation. The legal act of donation precludes the necessity for these documents that relate only to negotiated purchases and bargain sales. In lieu of these forms, a Donation with (or without) Appraisal form may be required.

For land donations valued at \$5,000 or more, a formal appraisal is required. A statement of value will be acceptable when the land has a value less than \$5,000 and the cost of an appraisal would be disproportionate to its benefit.

The appraisal is then transmitted to the Division of Outdoor Recreation, which will submit it to the DNR staff review appraiser for approval. When the appraisal is approved, the fair market value will be the basis for the value of the land donation.

For the project application, one copy of either the appraisal or an estimate of value of the land must be submitted. Since a land donation constitutes all or part of the local matching share of a project's costs, it is important that the land value be established early to enable the sponsor to take full advantage of the donated land value and at the same time prevent the project sponsor from having to provide additional local funds if the land value is later found to be less than anticipated.

Bargain Sale

In some cases, a landowner may be willing to sell real property for less than the full market value, but is not able to donate the entire value of the land. A bargain sale involves the partial donation and partial purchase of a tract of land. The difference between the sale price and the appraised fair market value is considered donated land value. This value may be used as part or all of the local matching share of the project. The appraisal requirements for full donations also apply to bargain sales. When the lesser sale price or a bargain sale price is negotiated, the owner must sign a Waiver of Right to Just Compensation. A sample waiver is available from the Division of Outdoor Recreation. This statement must accompany the billing for the property along with the Statement of Just Compensation and Offer to Purchase.

Exchange of Real Property

Land owned and administered by the sponsor may be traded for more valuable land administered by another entity. The amount of grant assistance will be based on the amount of cash, if any, that must be paid by the sponsor in addition to the land conveyed away. Both parcels must be appraised.

For example, if the sponsor exchanges a property appraised at \$10,000 for privately-owned property appraised at \$12,000, the sponsor pays the difference of \$2,000 cash, then the amount to be reimbursed is 80% of \$2,000, which equals \$1,600.

Closing Statement, Deed, and Title Insurance

After closing the transaction, the sponsor shall submit a closing statement for said transaction that clearly shows all elements of the transaction, including any gifts or discounts made by the seller. The sponsor shall also submit a copy of the recorded deed. **The deed shall include a recital as follows: "The grantee herein agrees and affirms by recordation of this instrument that the subject tract described herein shall remain in public natural/recreational use forever. Grantee also agrees to include this recital on any subsequent instruments of conveyance."** The sponsor shall also submit a copy of the title commitment showing marketable fee simple title, free of any liens, encumbrances, less than fee simple title, outstanding interests, reservations, adverse rights, and/or deed restrictions that may affect the eligibility of the project and the reimbursement process.

Property Rights for Control and Tenure

Adequacy of Title

For lands included in a project proposal, the project sponsor must have title or adequate control and tenure of the project area in order to provide reasonable assurances that a conversion to a use other than public recreation will not occur without state approval. Property titles, easements, or other appropriate documents must be submitted as part of a project's documentation.

Reservations, Adverse Rights and Deed Restrictions

Oil, gas, mineral or other reservations and rights held by others are permissible only if it is determined that recreational purposes and the environment would not be adversely affected. Such reservations and adverse rights and how they will be dealt with to avoid impacting recreation and the environment must be described in the narrative of the project proposal.

Often landowners desire to specify restrictions in the property deed. The most frequent example would be that the land can only be used for park purposes. If a deed restriction for park purposes indicates the grantor's intent and does not provide for reversion of title upon failure to comply with the grantor's wishes, the condition may be acceptable. In certain situations, a landowner may retain a life estate, under which they retain possession and use of the property while living.

Land which has a reversionary clause in the deed whereby the landowner could repossess the property if it ceased to be used solely for the purpose specified in the deed may make the project ineligible. This is because of the risk of losing the park after local and state funds have been invested in it. If a reversionary clause in the deed specifies that the land must be developed for a specific purpose, even though the project includes that type of development, the project may be ineligible since that use might change in the future, which could cause the land to be lost. A development project to construct a facility on land with a reversionary clause in the deed may also be ineligible, even though the land may have been acquired without grant funds. If property is acquired or developed using WRHC monies, state approval is required for lands in which the proposer has a less than fee simple interest. The Division of Outdoor Recreation should be consulted prior to submitting a project application involving restrictive deed clauses.

If at some later date the rights to subsurface mineral reservations or other deed restrictions adversely affect recreational use of the land or facilities, the sponsor will be responsible for acquiring property of equivalent usefulness, value and location, to replace those lands that are lost.

Outstanding property rights may affect the value of land. Examples include mineral rights, road rights-of-way, utility easements, life estates, and deed restrictions. An appraiser should be fully aware of, and take into consideration, the legal description of the property and the effect the loss of these rights will have on its value. Since sponsors are required by state and federal laws to offer the appraised value, landowners may be offered a lower price than anticipated.

Easements

In some instances, the sponsor will not be able to purchase the property but can acquire an easement. Grants from the Wabash River Heritage Corridor Fund grant program may be used to acquire easements for at least 25 years. Restrictions on the easement must be compatible with the intended recreational use of the land.

A copy of all easements must accompany the application for acquisition and development projects. If an easement has been or is to be executed prior to the submission of a development project application, a draft copy of the easement should be sent to the Division of Outdoor Recreation for review. Advance approval of such agreements may help ensure the eligibility of the site for funding. Negotiations for easements must follow general negotiated land purchase regulations described earlier in this chapter.

Similar to the purchase of land in fee simple title, if grant assistance is being requested for the purchase of an easement, the easement cannot be transferred to the project sponsor until the project has received approval.

Summary of Acquisition Procedures

The following steps apply to all acquisitions, except steps 4, 5, and 6 that may be excluded for full donations.

1. Make contact with the landowner regarding availability of the property and permission to appraise.
2. Have the land appraised according to the appraisal criteria by a state certified appraiser. The landowner must be given the opportunity to accompany the appraiser.
3. Submit the appraisal(s) for approval by the Department of Natural Resources.
4. Offer to purchase the property for the approved appraised value.
5. Negotiate the selling price.
 - a. If the owner wishes to donate part of the land's value, the acquisition will be a bargain sale and the owner needs to complete the Waiver of Right to Just Compensation.
 - b. In cases where the sale price is negotiated higher than the approved appraised value, a statement of difference in value may be submitted to the Department of Natural Resources as justification for the higher price. Grant assistance may be provided for the increased amount, but is not guaranteed.
6. An option may be obtained once the price has been determined for a negotiated purchase.
7. State grant approval must be received by this point unless permission for early acquisition has been obtained, or the title should be put in escrow for land purchases.
8. Obtain title insurance or an abstract opinion, and then title to the land. The sponsor pays for the land, closing, and incidental acquisition costs.

A reimbursement request for the acquisition (80%) through the WRHCF can then be submitted to the Department of Natural Resources.

Chapter 6

Developing Sites and Facilities

Selecting Development for a Grant Application

A development project may consist of new construction or renovation of an existing facility for outdoor recreation on property controlled permanently or temporarily by the project sponsor. The project must be a logical unit of work to be accomplished in a specified period of time. Projects should meet the needs of local citizens and be attractive, safe, and compatible with the site's natural features.

Once developed, a project must remain in outdoor recreational use for the life of the facility (25 years or more). Any proposed changes in the use of the facility must have the approval of the Department of Natural Resources.

Site Location, Control and Tenure

Facilities may be built on natural/park sites owned by the project sponsor or the general municipality, township, county or not-for-profit. If the land is owned by another city, county agency, department, another local governmental unit or another entity, it must either be conveyed by easement or title must be transferred to the project sponsor.

The project sponsor may have permanent control of the site through ownership in fee simple title or permanent easement. Project sites may also be temporarily transferred to the project sponsor from another entity, through easements lasting at least 25 years. If the development will have a longer period of service, the duration must extend for a greater time, equal to the expected useful life of the facilities to be built.

A draft of all proposed easements must accompany the application for development projects. If an easement will be executed prior to the submission of a development project application, a draft copy of the document should be sent to the Division of Outdoor Recreation for approval before it is executed. Advance approval of such agreements may help ensure the eligibility of the site for funding. Negotiations for easements must follow negotiated land purchase regulations as explained in Chapter 5. During the time period, the easement cannot be revoked at will by the landowner unless the project sponsor is guilty of an infraction of the agreement. The land must still be retained in public recreation use for the duration of the established period, even though the easement has been revoked. Provisions or outstanding rights in the easement cannot be detrimental to the proposed outdoor recreational development.

Eligible Types of Development

Development projects that are eligible for assistance include, but are not limited to, the types of facilities listed below. If there is a question about the eligibility of a project, the grants staff should be consulted for a determination.

- 1. Water Trail Access Sites.** Projects immediately adjacent to the Wabash River that provide access for recreational opportunities. Facilities for power boating, canoeing, kayaking, sculling, and other boating activities are eligible. These projects may also include access roads, docks, berths, launching ramps, breakwaters, mechanical launching devices, boat lifts, and storage spaces.
- 2. Camping.** Projects that provide camping opportunities for water trail users or other enthusiasts. Campsites must follow Department of Health regulations where applicable.
- 3. Trails.** Funds are available for development and marking of overlooks, turnouts and trails for nature walking, hiking, bicycling, horseback riding, exercising, skiing, snowmobiling and other trail activities.
- 4. Outdoor Recreation Facilities.** Fishing, picnic and playground facility development are eligible. These may include fishing piers and access points, initial clearing, planting of forage and cover; family and group shelters, tables, fireplaces, grills and trash receptacles; playgrounds, walkways, benches and restrooms.

Eligible Development Costs

Consultant Services

Typical allowable consultant costs include: application preparation, site planning, environmental coordination, grant administration, cost estimates, archaeological records search and reconnaissance, and construction plans and specifications. Costs incurred for designing facilities not in the project are ineligible.

Eligible pre-agreement costs include preliminary engineering and grant application costs. These costs must be identified in the Application Form, Cost Breakdown, and Project Description in order to be eligible for reimbursement.

Construction

Allowable construction costs include all necessary construction activities, from site preparation (including demolition, excavation, grading, etc.) to the completion of a facility. Construction may be done through a contract with a private firm, by use of the sponsor's own personnel and equipment (force account), or by in-kind contributions. Regulations regarding these three types of construction are explained in this chapter.

Supplies and Materials

Supplies and materials may be purchased for a specific project or may be drawn from a central stock. The former should be charged to a project at their actual price—less discounts, taxes, rebates, etc.—and the latter should be charged at cost under any recognized method of pricing which is consistently applied. Incoming transportation charges are a part of these costs. Eligible project supplies are those needed for the construction of a project, such as trash bags for clearing away debris along a route for a new trail. Supplies needed for the operation and maintenance of a facility are not eligible, such as paper towels, toilet tissue, cleanser and soap.

Equipment

The cost of renting equipment to construct a facility is generally eligible for grant assistance. The cost of purchasing equipment may also be eligible, but sponsors must clearly show that it is more economical to purchase an item than to lease it. These items might include air compressors, concrete equipment, pumps, power tools, etc.

Permanent recreational equipment, installed as part of the site facilities, is eligible for funding. Examples include bicycle racks, picnic grills and trash receptacles.

Information and Interpretation

Funds may be used to provide information directly at a project site, as distinguished from publicity. This may include signs giving information and directions in recreation areas, display boards, dioramas, interpretive facilities for the explanation of items of interest, and other facilities required to explain the site and to make it safer for users.

Methods of Developing Facilities

Development of a project site may be by contract, force account, in-kind contribution, or a combination of these methods.

The most common and preferred method of developing an area is by contract because the project sponsor is assured that the construction will be completed by a designated date according to predetermined work standards. State law requires that all construction be bid or quoted based on current thresholds. Project sponsor should check with their attorney to see what bidding procedures should be followed. *Please note that the total contract, rather than the amount of grant assistance, shall be the governing factor in determining whether contracts or subcontracts exceed the current threshold.*

Sponsors must inform bidders that Wabash River Heritage Corridor funds are to be used to assist in the recreation development, and that all relevant requirements will apply. It is preferable to include this information in the bid invitations or in notices released prior to bid invitations.

If an architectural or engineering firm prepares the specifications, make sure their standard contractual statements do not conflict with state requirements. Examples of conflicts may include termination or breach of contract and types and amounts of bonds required. *All plans must be submitted to the grants staff for approval prior to advertising for bids.* In addition, copies of the bid tabulation summary sheet must be submitted within fifteen (15) days after award of the contract. Any proposed change orders to the contract should first be cleared with the grants staff before the change order is negotiated.

The contract award should be made to the individual or firm whose bid is most advantageous to the sponsor. Contracts must be awarded to responsible contractors or suppliers who have the ability to perform successfully under the terms and conditions of the contract. Consideration should be given to such matters as contractor integrity, record of past performances, and financial and technical resources.

When the sponsor considers the lowest bidder unqualified, incapable or not responsible, the next lowest bidder may be awarded the contract. If a no-bid contract is awarded by the sponsor, or a contract is awarded to other than the lowest bidder, a letter of justification for this action must be sent to the Division of Outdoor Recreation with the bid summary. State approval must be obtained prior to awarding the contract in these two cases.

Force Account

The second method that may be utilized to develop a project site is force account. A sponsor may choose to use its own employees, machinery, or materials to develop facilities, rather than contract with an outside company.

Force account cannot be used to circumvent a competitive bidding process required by state law. Further interpretation of the Indiana laws regarding this issue should be directed to the State Board of Accounts and/or consult with your local attorney. If a sponsor plans to claim force account costs, this intent must be stated in the application documentation and in the explanation of any subsequent project amendment requests. A Force Account Labor Form which is to be completed by the laborer and the sponsor authority is available from the Division of Outdoor Recreation. This statement is used to certify the rate and number of hours the laborer worked on the project.

In-kind Contributions

Grant-assisted facilities may also be developed by in-kind contributions that might consist of labor, equipment, materials, and supplies donated to the sponsor by private organizations or individuals. In-kind contributions are eligible in a project only to the extent to be met by the grant assistance requested for that project. Contributions beyond the local sponsor's matching share of the project are ineligible for reimbursement.

The amount of a donation for reimbursement purposes is determined as: (1) the value of the donation, or (2) the amount of cash spent by the sponsor for additional acquisition or development, whichever is less.

The Division of Outdoor Recreation must approve the sponsor's method of valuing in-kind contributions before project approval, if such contributions are to be considered as the sponsor's matching share. Unexpected donations that occur after project approval may also be eligible for reimbursement if requested by the sponsor and agreed to by the state. The procedures for determining the value of in-kind contributions from private sector sources are as follows:

- 1. Valuation of Volunteer Services.** Volunteer services may be contributed by professional and technical personnel, consultants, and skilled or unskilled labor. Each hour of volunteered service may be counted toward the sponsor's matching share. The service must be an integral and necessary part of an approved project. The records of in-kind contributions of personnel

services must include time sheets containing the signature of the person whose time is contributed and of their supervisor verifying that the record is accurate. The Donated Labor Form available from the Division of Outdoor Recreation may be used for this purpose.

The value of a person donating time should be figured at the same rate as that paid to an entry-level laborer. Sponsors must contact their fiscal officer and ask for a letter specifying the amount paid to general laborers, and from that information the value of the donated service may be calculated. If the donor is professionally skilled in the trade or service to be provided, such as an electrician installing the electrical wiring or a plumber connecting the water supply, the rate this individual is paid for performing that trade may be claimed for matching assistance. A letter from the donor's employer, on company letterhead, must document this rate. The valuation method for donated labor must be calculated in the project application and documentation substantiating the wage rate to eventually be claimed must be provided. Chapter 7 gives more detail on required documentation.

- 2. Valuation of Donated Supplies, Materials and Equipment.** The value of donated supplies, materials, and equipment that is purchased should be reasonable and not exceed the current market prices at the time they are purchased for the project. Records on in-kind contributions must indicate the fair market value by listing the comparable prices from other vendors or the amount paid by the donor.
- 3. Valuation of Loaned Equipment.** Occasionally, equipment used in the construction of a park will be loaned to the project sponsor. The sponsor may claim the value of the equipment used as an in-kind contribution to the sponsor's share of project costs. In order to receive reimbursement, project sponsors must supply documentation signed by the donor stating: the date(s), number of hours used per date, the type and model number of the equipment used, price per hour or day, and total cost claimed as a donation.
- 4. Valuation of Other Donations.** Other donations received by the sponsor specifically for the project may be accepted as part of a local agency's matching share, provided that the values of these donations are adequately supported and permissible under the law. Such donations must be reasonable and properly justifiable.

Project Reviews

Another step in processing a project requires the submission of the project plans and the specifications to various agencies for the appropriate reviews. This section discusses the five major reviews required for development projects.

Fire and Building Safety Review

If a sponsor proposes the development of a new building or alterations to an existing building, the plans and specifications for the new construction must be sent to the state Department of Fire and Building Safety for review at least one month before the bids are to be let or construction started. These plans are to be prepared by an architect or engineer registered in the state of Indiana, or under his or her direct supervision. Sponsors must submit three sets of plans and specifications. They will distribute copies of the plans to the State Board of Health if necessary. For more information, contact:

Indiana Department of Fire and Building Services
402 W. Washington St., Room W246
Indianapolis, IN 46204-2739
Telephone: (317) 232-6422
Email: planreview@dhs.in.gov

Water Pollution Review

If a sponsor proposes construction of a sanitary sewer system, including additions or alterations to existing systems, plans and specifications must be submitted directly to the Indiana Department of Environmental Management for review and issuance of a construction permit. Such projects include public buildings, restrooms, dump stations overnight campgrounds, pools, bathhouses, etc. The plans submitted must show all water supply lines and where those lines connect into existing systems. Copies of the permit application forms, and additional information related to these requirements may be obtained from:

Indiana Department of Environmental Management
Office of Water Quality
100 N. Senate Ave, Room N1255
Indianapolis, IN 46204-2251
Telephone: (317) 232-8476

Division of Water Review

When a sponsor proposes construction in the 100-year floodway or alterations to the shoreline or bed of a public freshwater lake, the board must submit copies of the plans and specifications to the Division of Water for review. Such construction includes fills, buildings, dams, excavations, bridges, piers or levees. It also includes recreation developments such as picnic shelters, ballfields, tennis courts, fishing ponds, swimming areas, or picnic and playground equipment. More information may be obtained by writing to the following address:

Indiana Department of Natural Resources
Division of Water
402 W. Washington St., Room W264
Indianapolis, IN 46204-2641
Telephone: (317) 232-4160 or 1-877-928-3755
Email: water_inquiry@dnr.in.gov

A fee is charged to process a permit application. If a permit is required, it usually takes a minimum of 90 days to issue the permit from the time an application is submitted.

The Federal Flood Disaster Protection Act of 1973 (P.L. 93-234), requires purchase of flood insurance for certain types of facilities constructed in the floodplain. Although Indiana regulations prohibit the construction of items in the floodway, these federal regulations apply to existing developments as well. Communities affected by designated flood hazard areas (as determined by the Department of Housing and Urban Development and later by the Federal Emergency Management

Agency), will initially be required to join the flood hazard insurance program. Project sponsors may wish to contact their city/county executive or the Division of Water regarding the community's status in the flood insurance program and the eligibility of existing park structures for insurance.

Army Corps of Engineers

Section 404 of the Federal Water Pollution Control Act Amendments of 1972 gave the U.S. Army Corps of Engineers regulatory responsibilities to maintain water quality in our nation's navigable waters. A 1975 court case mandated that the Corps' authority be expanded to regulate the disposal of dredged or fill material in all waters of the United States. Thus, sponsors proposing construction that will involve the discharge of dredged or fill material will be required to obtain a Corps of Engineers' permit.

Along with the discharge of material which has been dredged or excavated from any waters of the United States, the following additional types of activities are regulated by this program: site development fills for recreational, industrial, commercial, residential, and other uses; causeways or road fills; dams and dikes; artificial islands; property protection and/or reclamation devices such as rip-rap, groins, seawalls, breakwater, bulkheads and fills; beach nourishment; levees; sanitary landfills, and backfill required for the placement of structures such as sewage treatment facilities.

Applications for a permit under this program may take up to six months to be approved. Project sponsors are urged to contact the applicable district office of the Corps of Engineers well in advance of the application deadline so that processing of the project is not delayed. Applications for permits should be submitted to the offices listed below, depending upon drainage basin.

U.S. Army Corps of Engineers:

Louisville District Regulatory Branch
P.O. Box 59
Louisville, Kentucky 40201-0059
(502) 315-6733

Detroit District Regulatory Branch
P.O. Box 1027
Detroit, Michigan 48231-1027
(313) 226-2218

Chicago District Regulatory Branch
231 LaSalle Street Suite 1500
Chicago, Illinois 60604
(312) 846-5530

Division of Outdoor Recreation Review

The last review required for all development projects is a review of the plans by the grants coordinator, who will review the project for accessibility compliance. The grants staff will also review the project for compliance with the scope as written in the Project Agreement. Grantees should consult with their attorney and/or consultant regarding state regulations, including bidding procedures. Sponsors needing additional information regarding this final review should contact their grants coordinator at the following address:

Indiana Department of Natural Resources
Division of Outdoor Recreation
402 W Washington St., Room W271

Indianapolis, IN 46204-2782
Telephone: (317) 232-4075

Accessibility for People with Disabilities

Facilities developed with Wabash River Heritage Corridor Fund assistance must be designed and built to be accessible to persons with disabilities.

The federal government has developed uniform standards for the design, construction, and alteration of buildings so that persons with disabilities will have access to facilities. These standards are the 2010 Americans with Disabilities Act Standards for Accessible Design, available online at www.ada.gov/regs2010/2010ADASTandards/2010ADAstandards.htm#titleII.

Project sponsors should consider the needs of persons with disabilities in every aspect of a project's design. Most are relatively inexpensive, especially when designed into the facility prior to initial construction. Some examples are:

1. Curb cuts or ramps that provide easy access to sidewalks.
2. Gradually sloped, hard, non-slip surfaced walkways leading from parking areas to all facilities.
3. Playground equipment designed to accommodate children with disabilities.
4. Picnic sites with tables designed for persons in wheelchairs.
5. Water fountains and similar facilities designed to permit use by persons with disabilities.
6. Hard-surfaced parking spaces with curb cuts and signs reserving them for persons with disabilities.

Chapter 7

Obtaining State Funds

After the Department of Natural Resources has approved the project, executed the grant agreement, and reserved the grant funds, the sponsor may take title to the land or begin development. The grant will be made available to the project sponsor on a reimbursement basis. Billings must be submitted to the grants staff of the Division of Outdoor Recreation. The grants section will process the billing requests. It takes approximately five weeks to process a billing and send a reimbursement check to the project sponsor.

When Costs Can Be Incurred

The sponsor may not purchase land or incur construction payments until the project has been approved by the state. Land may only be purchased prior to project approval if permission for early acquisition has been granted by the Division of Outdoor Recreation, as explained in Chapter 5. Other pre-award expenses may be eligible, as listed below. Private donations fall into the following categories as to when they may be received by the sponsor, depending on the type of contribution.

Any Time Before or During the Project:

1. Cash donations may be received.
2. Cost for architectural and engineering services, archaeological literature search and reconnaissance, construction reviews and permits, and preparation of the grant application may be paid.

After the Project is Approved:

1. Donations of labor may be made.
2. Donated equipment and materials may be installed.
3. Land may be purchased and title transferred to the sponsor.
4. Construction expenses may be incurred.

All costs that have been incurred or paid and any donations received prior to the grant application must be explained in the project application (see Chapter 3). Any costs incurred after the project has expired are ineligible for assistance. Items added to a project by a change in scope amendment must be approved before costs may be incurred for those items.

Billing Submission

Billings must be submitted to your grants coordinator to request reimbursement for Wabash River Heritage Corridor Fund grants. The billings should be numbered consecutively for each project cost, beginning with number one. Billings are to be at least 10% of the total grant amount before they can be processed and reimbursed.

Final Billings

Billings may be submitted for up to ninety percent of the project cost prior to the final billing. Reimbursement for ten percent of the project cost is withheld until the project is completed and a final inspection is performed.

One copy of the signed Post Construction Certificate must accompany the final billing for development projects. This form is available from the Division of Outdoor Recreation and is completed by the supervising architect or engineer for the project. If the project did not involve a consulting architect or engineer, then the town or city engineer should inspect the project and sign the certificate. The final billing should be submitted to the Division within sixty days of the project completion or expiration, whichever comes first.

A signed "as built" site plan, which clearly delineates the dimensions and location of the project, Wabash River Heritage Corridor Fund assisted development, and parcels of land acquired must be submitted at the time of final billing. This site plan will serve as a permanent part of the record of Wabash River Heritage Corridor Fund assistance at the site, and thus must be agreed to by the Department of Natural Resources. The grants staff will work with the sponsor in documenting the final site plan. For projects with land acquisition, the project sponsor must file a copy of the Wabash River Heritage Corridor Fund Protection for Natural Resource Conservation and Public Recreation page (see Appendix) with the deed records for the site maintained by the county in the courthouse/office building. This language explains the permanent state protection afforded the site for acquisition and protection for development of facilities. Evidence that these items have been recorded must be received before the final reimbursement check will be issued.

Billing Documentation

There are several types of documentation that must be submitted to the DNR. All billings are submitted on the Billing Form, accompanied by various supporting documents depending upon the type of project. A blank form is available from the Division of Outdoor Recreation, and copies may be made for your billings.

Acquisition Projects

A reimbursement request for acquisition costs must include the following items:

- 1. Claim Vouchers.** One copy, front and back, of itemized claim vouchers. These claim vouchers must be properly certified by the sponsor's authorized officials. The project name and number should be specified on the claim vouchers. The warrant number of the check payment should also be entered on the vouchers. We understand that not-for-profit organizations might not have "claim vouchers," and are therefore not required.
- 2. Canceled Checks.** One copy, front and back, of the canceled check corresponding to each claim voucher.

3. **Warranty Deeds.** One copy of the recorded warranty deed for each parcel transferred to the sponsor.
4. **Closing Statements.** One copy of the closing statement or other documentation showing that incidental expenses were paid by the sponsor, even if state reimbursement is not being requested for those costs.

Development Projects

A reimbursement request for development costs must include the following items:

1. **Invoices.** One copy of invoices from firms or individuals performing work or supplying materials or equipment for the project. The project name and number should be specified on invoices. The eligible costs should be identified if the invoices include items that are not part of the project.
2. **Claim Vouchers.** One copy, front and back, of itemized claim vouchers corresponding to the invoices. The claim vouchers must be properly certified by the authorized park and recreation board members and the proper city or county officials, and/or not-for-profit officials if applicable. The project name and number should be specified on both claim vouchers. If the claim voucher contains items that are not part of the grant project, all eligible items need to be identified. The eligible items should be designated with the project number. This designation should be made at the time the claim voucher is prepared.

Sponsors are tax exempt and therefore cannot be reimbursed for payment of sales tax.

3. **Canceled Checks.** One copy, front and back, of the canceled checks corresponding to the claim vouchers. If the check includes payment for ineligible items, the eligible amount included in the billing should be written on the check and labeled as "eligible."
4. **Force Account.** If force account costs are claimed in a development billing, the following types of information are required:
 - a. **Payroll.** One copy of the sponsor's payroll for the time period for which force account costs are being claimed. The names of those individuals for whom costs are claimed should be circled or underlined.
 - b. **Canceled Checks.** One copy, front and back, of the canceled checks corresponding to the force account items. The amount paid for eligible costs should be indicated on the checks by writing across the checks "eligible" and the amount.
 - c. **Force Account Labor Form.** One copy of the form, which includes a statement that the individuals, for whom in-kind costs are claimed, actually performed the listed work. This statement should be signed by both the employee involved and the sponsor's official. The form is available from the Division of Outdoor Recreation.

5. Private In-Kind Donations. The following documentation is required for each of these types of contributions:

- a. Donated Labor.** The Donated Labor Form available from the Division of Outdoor Recreation must be completed for each person donating labor for construction and dated and signed by the donor and sponsor's official. The per-hour value of the labor donations will usually have been documented in the project application as explained in Chapter 3. If a skilled person donates time that has not previously provided evidence of their hourly wage rate, it should be submitted with the billing.
- b. Donated Materials.** A letter from the donor, which briefly describes the items and indicates that they were given for the project must be provided. To establish the value of the gifts, two price quotes for the same materials should be provided from two nearby commercial suppliers. The lower of the two quotations will establish the donated value.
- c. Donated Equipment.** A letter from the donor, which briefly describes the equipment and its use in the project, must be submitted. For site furnishings, such as park benches or playground apparatus, price quotations from suppliers of identical equipment will establish the value for billing purposes. In the case of construction equipment, such as bulldozers and backhoes, they will be valued on a per-hour rate, quotations of local rental rates from other suppliers and the donor may be used to determine the donated rate per hour. The donor's letter for construction equipment needs to list the dates, hours, and type of work performed for the project.
- d. Donated Cash.** Since these contributions are used to pay expenses for a project, the regular payment documentation suffices for cash gifts.

Billing Assembly

Billing documentation may be submitted to the grants coordinator by email. It is recommended that the billing form, invoice(s), claim voucher(s), and canceled check(s) for each payment be sent together, along with any other applicable acquisition or construction documents, as outlined earlier. For donated items, each contribution should be listed on the billing form and the supporting evidence of value and donation indicated above should be sent together. This documentation should be arranged in the order shown below. The sponsor should identify any items on claims that were deducted due to ineligibility and provide a short summary of the project's status to date.

Billing Checklist

The sponsor's project administrator will want to review the billing to make certain it has been properly assembled. This checklist has been developed to aid this review.

Acquisition Billing Checklist

Items that should be included in a billing for acquisition costs are:

- ___1. One copy of the Wabash River Heritage Corridor Fund Billing Form.
- ___2. One copy, front and back, of the itemized claim vouchers (if applicable) unless the entire acquisition is by donation.
- ___3. One copy, front and back, of canceled checks.
- ___4. One copy of the recorded deed.
- ___5. One copy of the closing statement or other documentation showing that incidental expenses were paid by the project sponsor, as required.

Development Billing Checklist

Items which should be included in a billing for development costs are:

- ___1. One copy of the Wabash River Heritage Corridor Fund Billing Form.
- ___2. One copy of the invoices for development.
- ___3. One copy, front and back, of itemized claim vouchers (if applicable).
- ___4. One copy, front and back, of canceled checks.
- ___5. One copy of the force-account contribution information, if applicable.
 - ___a. Payroll
 - ___b. Canceled checks
 - ___c. Force Account Labor Form
- ___6. One copy of the private in-kind donation information, if applicable.
 - ___a. Donor's letter or Donated Labor Form
 - ___b. Evidence of value
- ___7. One copy of the Post-Construction Certificate, if it is the final billing.

Chapter 8

Finishing Touches and After You Are Done

Project Completion

The date of completion is when all work for a project is finished. The project sponsor should submit the final billing for the project within sixty days of the date of completion. Upon notification of project completion, the grants staff will conduct a final inspection. Following this inspection, the grant coordinator will authorize final reimbursement.

The final billing documentation is explained in Chapter 7. Of special note are the "as built" plans. The plan must identify the work funded by the grant and project site boundaries and otherwise be similar to the site plans illustrated in Chapter 3 for grant applications. In a few cases, there may be no changes from the plans submitted with the application other than labeling it with the completion date. Please also complete the Post Construction Certificate and submit it with the final As-built plans. The Division of Outdoor Recreation may need to make additional notations or revise information on the plans.

The final as-built plans and recorded property deed(s) become part of the permanent record in the Department of Natural Resources. In the case of public entities, these records must be maintained and available for public inspection with the project agreement.

The sponsor must officially record a copy of the Wabash River Heritage Corridor Fund Protection for Natural Resource Conservation and Public Recreation statement, (Appendix), with the deed records for the site which are maintained by the county deed registry. The attachment explains the protection provided by the Wabash River Heritage Corridor Fund program against conversion of the site to other uses. Preferably, this perpetuity language is written directly into the deed upon transfer of the property. Evidence that both documents have been recorded must be submitted before the final reimbursement will be sent to the sponsor.

Permanent Sign

A Wabash River Heritage Corridor Fund sign must be erected and displayed for all projects when completed. The sign should give adequate recognition to each agency involved in the acquisition or development of the particular site, and indicate that the project was a cooperative project for public recreation assisted by the Wabash River Heritage Corridor Fund. The cost of constructing the sign is eligible for matching assistance and should be included in the cost breakdown with the project application. The size of these signs may vary, but they should be readable from an appropriate distance and placed in a high-traffic area, such as the park entrance.

Retention of Records for Audit

In addition to the documents submitted to the state, copies of all construction plans, specifications, bid advertisements, bid tabulations, contracts, and change orders must be retained by the project sponsor

for a period of three years, beginning after the final reimbursement has been received, or until audit findings have been resolved. Similar records regarding acquisition projects, particularly a history of negotiations with the landowner, should also be kept. All accounting records and project data are subject to state audit. The State of Indiana reserves the right to question any item for which reimbursement was received until an audit is made. The State Board of Accounts reviews all Indiana governmental fiscal procedures for legal compliance.

Final Inspections

Upon project completion, a final inspection is made by the grants staff prior to authorization of the final payment. Completed projects are inspected periodically by the Division of Outdoor Recreation and copies of this report are sent to the project sponsor. These inspections are made to insure that: (1) the site is being used for the purposes intended, (2) the site is attractive and appropriately maintained, (3) the area is accessible and open to the general public, (4) the site has a Wabash River Heritage Corridor Fund sign, and (5) that there is adequate staff to ensure proper safety and servicing of the facilities. It must be emphasized that the State of Indiana has no desire to become involved in the daily operation and maintenance of a funded facility. The operation and maintenance requirements are no more restrictive than those required by the local citizens for the project they have helped finance.

Report to the Wabash River Heritage Corridor Commission

All grant recipients are required to give a final presentation to the Wabash River Heritage Corridor Commission at one of their regular meetings. This report should provide an overview of the project and highlight any land acquired or facilities developed with grant assistance. Grantees should contact the WRHCC Secretary to schedule this presentation.

Operation and Maintenance

Property acquired or developed with Wabash River Heritage Corridor Fund assistance must be operated and maintained for general public use. The site should appear attractive and inviting to the public. Proper sanitation and sanitary facilities should be maintained in keeping with health standards. The site should be kept safe for public use. Buildings, roads, trails and other improvements should be kept in reasonable repair throughout their lifetime to prevent deterioration and to encourage public use. Evidence of vandalism should be repaired as quickly as possible.

General Public Use

The facility should be kept open for general public use at reasonable hours and times of the year, according to the type of area or facility. Property acquired or developed with state assistance shall be open to entry and use by all persons regardless of race, color, religion, sex, national origin, age, disability or place of residence.

The site cannot be restricted for use only by community or county residents. A higher user fee may be charged to out-of-city or out-of-county residents. Where there is no charge for residents, but a fee is charged to nonresidents, nonresident fees cannot exceed fees charged to nonresidents at comparable public facilities. Reservation, membership or annual permit systems available to residents must be

available to nonresidents and the period of availability must be the same for both residents and nonresidents. These provisions apply only to the outdoor recreational areas described in the Project Agreement.

Project sponsors may impose reasonable limits on the type and extent of use of areas and facilities acquired or developed with Wabash River Heritage Corridor Fund assistance when such a limitation is necessary for maintenance or preservation. Thus, limitations may be imposed on the number of persons using an area or facility or the type of users, such as "fishermen only" or "hikers only". All limitations shall be in accord with the grant agreement and amendments.

Summary of Project Completion Steps

1. Permanent signs are posted at the project site by the sponsor, recognizing the Wabash River Heritage Corridor Fund.
2. Final As-built plans and the signed Post Construction Certificate are provided to the Division of Outdoor Recreation.
3. The sponsor files the Protection for Natural Resource Conservation and Public Recreation Statement with the park property deed(s) in the county deed registry (preferably, for land acquisition projects, this perpetuity language is written directly into the deed upon transfer of the property).
4. The sponsor submits the final billing, including evidence that step 2 was completed.
5. The grants staff conducts a final inspection of the site.
6. If the project passes inspection and the billing is complete, the final billing will be processed and that project considered finished.
7. Project sponsor gives final presentation of project to Wabash River Heritage Corridor Commission.

Appendix

Sample Application Form



GRANT APPLICATION
 State Form 55049 (7-12)
 Approved by State Board of Accounts, 2012
 INDIANA DEPARTMENT OF NATURAL RESOURCES

Reset Form

APPLICANTS GRANT INFORMATION		
Type of grant <i>(please check one)</i>		
<input type="checkbox"/> Land and Water Conservation Fund (LWCF)	<input type="checkbox"/> Recreational Trails Program (RTP)	
<input checked="" type="checkbox"/> Wabash River Heritage Corridor Fund (WRHCF)	<input type="checkbox"/> Shooting Range (SR)	
<input type="checkbox"/> Hometown Indiana (HI)	<input type="checkbox"/> Other: _____	
Name of organization County Park and Recreation Board		Employer identification number 35-222906
Name of contact person Jane Doe, President		Data Universal Number System (DUNS) number 902271098
Address <i>(number and street, city, state, and ZIP code)</i> 123 Main Street, Smallville, IN 46222		
Telephone number (317) 555-5555	Fax number (317) 555-5555	E-mail address jdoe@smallville.in.gov
Name and brief description of project: Smallville Park--Acquire 15 acres by donation and develop 0.5-mile trail, parking area, wildlife habitat amenities, and interpretive signage		
COST CLASSIFICATION		
1. Preliminary expenses	\$ 2000.00	
2. Land, structures, and rights-of-way	\$ 37,500.00	
3. Architectural and engineering basic fees	\$ 30,000.00	
4. Relocation expenses	\$	
5. Construction and equipment	\$ 118,000.00	
6. TOTAL <i>(lines 1 through 5)</i>	\$ 187,500.00	
7. Less program income	\$	
8. Net project amount <i>(line 6 minus line 7)</i>	\$ 187,500.00	
9. Add contingencies <i>(not to exceed 10%)</i>	\$	
10. TOTAL PROJECT AMOUNT	\$ 187,500.00	
11. Grant Request in line 10	\$ 150,000.00	
12. Applicant's share of line 10	\$ 37,500.00	
METHOD OF FINANCING APPLICANT'S SHARE		
1. Appropriations <i>(by applicant)</i>	\$	
2. Bonds	\$	
3. Tax levies	\$	
4. Donations	\$	
a. Land	\$ 37,500.00	
b. Cash	\$	
c. Labor	\$	
d. Equipment	\$	
e. Materials	\$	
5. Federal source <i>(specify below)</i>	\$	
6. Force account <i>(specify below)</i>	\$	
7. Other <i>(specify below)</i>	\$	
8. TOTAL APPLICANT'S SHARE	\$ 37,500.00	
Remarks:		
To the best of my knowledge, information in this application is true and correct, the grant application has been duly authorized by the applicant and it will comply with all conditions of the program if funding is approved.		
Signature		Date <i>(month, day, year)</i>
Printed name Jane Doe		Title President, Small County Park and Recreation Board

Interactive version online at <https://forms.in.gov/download.aspx?id=10697>

Application Form Instructions

1. Preliminary Expenses

Enter any costs incurred prior to grant award and/or submittal (pre-agreement costs). Eligible types of costs include archaeological literature searches, environmental analysis costs, and grant application preparation services. Other costs are not eligible.

2. Land, Structures, and Rights-of-way

State the value of all land and rights to land which will be acquired in the project, whether by negotiated purchase, condemnation, donation, or bargain sale.

3. Architectural and Engineering Basic Services

Specify the anticipated costs for architectural/engineering design services, including project plan and specification preparation, project inspection fees, and any other necessary professional services.

4. Relocation Expenses

Enter anticipated costs for providing relocation assistance to affected (displaced) individuals, groups, or businesses.

5. Construction and Equipment

State the projected costs for all construction, materials, and labor costs which will be incurred in this project.

6. Total

Add lines 1 through 5. This amount will equal the total cost for acquisition and development.

7. Program Income

Enter the amount of income which will be generated by timber sales, cash cropping, or other revenue which will be generated by the site during the project. This must be reduced from the total on line 6.

8. Net Project Amount

Subtract line 7 from line 6 and enter the result here.

9. Contingencies

DO NOT enter any contingencies here; please incorporate them into the other costs.

10. Total Project Amount

Add line 8 amount here. This figure must match the total project cost which is on the cost breakdown.

11. Grant Request

State the amount of WRHCF assistance which will be requested for this project. This usually will be 80% of line 10. It may not exceed the grant application limit established by the DNR Director.

12. Method of Financing Applicant's Share

Identify the amount and source(s) of the local sponsor's share (usually 80%). The total must equal the amount specified in the evidence of local share item on the application checklist. Explain details of the costs in the remarks section.

Sample Cost Breakdown

<u>COST BREAKDOWN</u>		
Wabash River Historic Trail		
	Unit Cost	Total
1. Acquisition of 15 acres	37,500.00	<u>\$37,500.00</u>
2. Preliminary expenses		
Grant application	2000.00	<u>\$2000.00</u>
3. Architectural and engineering fees	30,000.00	<u>\$30,000.00</u>
4. Construction of ½ mile trail		
Grading	10,000.00	
Asphalt surfacing	<u>75,000.00</u>	
	85,000.00	<u>\$85,000.00</u>
5. Construction of parking area		
Grading	6,000.00	
Asphalt	<u>15,000.00</u>	
	21,000.00	<u>\$21,000.00</u>
6. Wildlife habitat amenities		
Bat boxes (donated materials & labor)	2,000.00	
Landscaping w/native plantings	<u>5,000.00</u>	
	7,000.00	<u>\$7,000.00</u>
7. Interpretive Signage	4,500.00	<u>\$4,500.00</u>
8. Trail Information (website update)	500.00	<u>\$500.00</u>
Total		<u>\$187,500.00</u>
	WRHCF Grant Request	\$150,000.00
	Local Match	\$37,500.00

Assurance of Compliance Form

Indiana Department of Natural Resources
Assurance of Compliance
"Wabash River Heritage Corridor Program"

Project Name: _____ Project Number _____
(assigned later)

In submitting this Assurance of Compliance and acting for and in behalf of the _____ (hereafter referred to as "Sponsor") and its assignees and successors, and pursuant to the attached resolution, the following assurances are now given:

1. The Sponsor is legally established, possesses the authority to apply for this grant, has the ability to and will operate and maintain the property described in the project agreement, has sufficient funds to meet the local share of the project cost and upon project completion sufficient funds shall be made available to operate and maintain the site and facilities consistent with the rules and regulations of the Indiana Department of Natural Resources (hereafter referred to as "State Agency"), and other federal, state and local regulations for such facilities. The project site and facilities shall be open to the public during reasonable hours.
2. The project site is currently (or will be upon acquisition) under the control and tenure of the Sponsor. The Sponsor will not dispose of or otherwise encumber its title or other interest in the site and facilities without the prior approval of the State agency. The Sponsor shall notify the State agency, in advance, of any proposals to use the property or facilities for purposes other than those described in the project application. Property purchased with Wabash River Heritage Corridor Fund (WRHCF) assistance must remain in natural/recreation use in perpetuity. Facilities renovated or constructed with WRHCF assistance must remain for public recreation and/or conservation through the useful life of the facilities (at least 25 years) as mutually agreed upon by the Sponsor and State agency.
3. The project will commence within a reasonable time after project approval and will be completed with reasonable diligence within the project agreement period. Any changes that alter the cost or scope of the project, use of space, or functional layout will be submitted to the State agency for approval. The Sponsor will furnish progress reports and other such information as the State agency may require. In the event that the project cannot be completed according to the plans and specifications, the Sponsor shall bring the project to the point of usefulness agreed upon by the Sponsor and State agency. The Sponsor shall use all funds received from the state agency, solely for the project described in the agreement.
4. The Sponsor will not enter into a contract for the project until grant requirements

concerning construction contracts have been met. The Sponsor will provide and maintain competent architectural and engineering supervision to insure that the work conforms with the approved plans and specifications and is safe for public use. The Sponsor will insure that contractors will comply with all nondiscrimination laws. The Sponsor will comply with all applicable state Public Purchasing and Construction statutes.

5. The Sponsor will comply with the terms of state land acquisition laws, applicable regulations and procedures implementing such Act for all real property acquisition and where applicable shall assure that the Act has been complied with for the property to be developed with assistance under the project agreement. The Sponsor will not irreversibly commit itself to the purchase of land to be funded with this grant before the project agreement is approved by the state agency unless previously authorized.

6. The Sponsor insures that all facilities, activities and employment practices, in its jurisdiction, are available to all persons on an equal opportunity basis regardless of their race, color, national origin, sex, age, or physical ability. This requirement is pursuant to all federal, state and local nondiscrimination laws.

7. The Sponsor agrees to protect and preserve the environment by adhering to the applicable state and federal environmental protection laws.

8. The Sponsor will insure that the project site(s) or facilities are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities, and that it will notify the State and Federal Agencies upon the receipt of any communication from the EPA indicating that a project site or facility is under consideration for listing by EPA.

9. The Sponsor will comply with state policies and laws relating to the preservation of historical and cultural resources.

10. The Sponsor will give the State of Indiana, and any of its authorized representatives, access and right to examine all records, books, papers, and documents related to the project for the purpose of making audit, examination, excerpts and transcripts. The Sponsor will retain supporting documents, statistical records, and all other records pertinent to this grant for a minimum of three years or until audit findings are resolved. The State agencies may inspect the project site or facilities and the Sponsor agrees to comply with the recommendations outlined in the inspection reports. The Sponsor agrees to keep a permanent record of the project in its public property records.

11. The Sponsor may request withdrawal of the project prior to the expenditure of any grant funds. After expenditure of grant funds, the agreement may be rescinded, modified, or amended only by written mutual agreement of the Sponsor and State Agency. Failure of the Sponsor to comply with the terms of the project proposal or the intent of the program may cause suspension of all obligations and a return of any monies received to the State of Indiana.

12. The Sponsor agrees to hold harmless, indemnify and defend the State of Indiana, its agencies, officers and employees from all claims, demands, suits and judgments which

may result from any loss or damage to property or injury or death of any person on the construction site or in any other way connected with the issuance of this grant.

13. The Sponsor shall comply with all applicable laws, rules, and regulations and of the further terms and conditions specified by the State Agencies, especially in the *Wabash River Heritage Corridor Fund, Guidelines Manual for Natural and Recreational Projects*.

Signed this _____ day of _____, 20__

President's Signature

ATTEST:

Secretary's Signature

Information for All Base Maps

1. Title Square including:
 - a. Name of project
 - b. Scale of Map
 - c. Name of person/agency preparing map
 - d. Date
 - e. County, Township, Range, and Section number
2. North orientation arrow
3. Names of water bodies - lakes, rivers, streams, etc.
4. Acreage of any water impoundments
5. If applicable, show corporation limits
6. Identify all roads and highways including any rights-of-way on park property. Give proper name and road number.
7. Show total boundary of existing park and include the acreage. The project area should be shown in sufficient detail so as to be legally identifiable. Acceptable methods of identification include:
 - a. Deed references
 - b. Adjoining owners, easements, water bodies, or other natural land marks
 - c. Metes and bounds, or Government surveys. Note: if the park is very large and the project includes only one segment of the park, include a general map that shows the total park and location of the project site. The base map can be an enlargement of the project site and its immediate surroundings.
8. Identify any unique or significant natural features on the site.
9. Locate all existing improvements including:
 - a. Structures
 - b. Park Roads
 - c. Parking Lots
 - d. Recreation activity areas (ball fields, picnic areas)
10. Locate all utility lines.
 - a. Specify whether they are overhead or buried.
 - b. Specify which overhead wires are proposed for burial as part of this project.
 - c. Locate any high voltage transmission lines which cannot be buried.
 - d. Locate any transformers or substations on the site.
11. Locate any other outstanding rights and interests such as:
 - a. Gas lines
 - b. Water or sewer lines

- c. Dedicated drainage ways
- d. Railroad tracks
- e. Billboards
- f. Deed/lease restrictions, reversionary interests, road setbacks

12. Identify any other improvements or features such as:

- a. Wells
- b. Septic systems
- c. Water towers
- d. Transmission towers

Base Map Information for Acquisition Projects

In addition to the general information above, the following items should be included. Color coding referenced to a Legend is advisable to differentiate between land already acquired for park use, land to be acquired as part of this projects, or land proposed for future acquisition.

1. Identify all parcels proposed for acquisition in this application. Provide name of owner, acreage, and parcel number that corresponds to those listed on the Supplemental Acquisition Form.
2. As applicable, identify the location and acreage of existing park land and/or any parcels proposed or future acquisition.
3. Indicate present zoning/use of the site and surrounding area.
4. Locate any public roads on the site which are vacated or scheduled to be abandoned as part of this project.

Base Map Information for Development Projects

In addition to the general information above, the following items should be included. Color coding referenced to a Legend is advisable to differentiate existing facilities, those proposed for development as part of this project and any future development on the park site (create a Legend for features to avoid clutter on the map).

1. Locate all facilities proposed for development in this project such as:
 - a. Structures
 - b. Roads and parking lots
 - c. Bridges
 - d. Utility services (sewer, water, electrical)
 - e. Activity areas - ball fields, swimming pool, golf course, tennis courts. Each facility should be drawn to scale to fit into the project boundaries.
2. Locate any existing future facility development

If the project includes both acquisition and development, include both types of base maps.

Environmental Assessment Form

Wabash River Heritage Corridor ENVIRONMENTAL ASSESSMENT FORM

AGENCY _____

ADDRESS _____

ACTION IDENTIFICATION _____

TARGET DATES: Start _____ Completion _____

PROJECTED COST _____

PREPARED BY (Name, Title, Agency, and Telephone Number) _____

I. Background Information

1. Give a brief description of the proposed action(s) and describe how your agency is involved in the action.
2. Describe the geographical area or areas which will be affected by the action(s), including distinguishing natural and man-made characteristics and a brief description of the present use of the area or areas.

II. Assessment of Environmental Impact

Answer the following questions by placing a check in the appropriate space; consider both short- and long-term impact. All questions must be answered in narrative form, whether "yes" or "no" is checked. Not applicable (N/A) responses will not require a narrative explanation.

	Short Term		Long Term		
	Yes	No	Yes	No	N/A
1. Could the action(s) adversely affect the use of a recreational area or area of important aesthetic value? Why or why not?	_____	_____	_____	_____	_____
2. Are any of the natural or man-made features which may be affected in the area(s) unique; that is, not found in other parts of the state or nation? Explain.	_____	_____	_____	_____	_____

	Short Term		Long Term		N/A
	Yes	No	Yes	No	
3. Could the action(s) adversely affect an historical or archaeological structure or site? Explain the extent of the site specific historic/archaeological information.	_____	_____	_____	_____	_____
4. Could the action(s) adversely affect fish, wildlife, or plant life? Describe these populations.	_____	_____	_____	_____	_____
5. Have any fish, mammals or plant species on the rare or endangered list been sighted in the affected area(s)? Which list was checked?	_____	_____	_____	_____	_____
6. Could the action(s) change existing features of any of the state's fresh waters or wetlands? Describe the wetland(s).	_____	_____	_____	_____	_____
7. Could the action(s) change existing features of any of the state's beaches? Explain.	_____	_____	_____	_____	_____
8. Could the action(s) result in the elimination of significant acreage of land presently utilized for agricultural or forestry purposes? Describe the present land use.	_____	_____	_____	_____	_____

	Short Term		Long Term		N/A
	Yes	No	Yes	No	
9. Will the action(s) require certification, authorization or issuance of a permit by any local, state or federal environmental control agency? Which ones and why?	_____	_____	_____	_____	_____
10. Will the action(s) involve the application, use or disposal of potentially hazardous materials? Describe your source of information.	_____	_____	_____	_____	_____
11. Will the action(s) involve construction of facilities in a flood plain? Describe the extent of the floodway on this site.	_____	_____	_____	_____	_____
12. Could the action(s) result in the generation of a significant level of noise? Explain.	_____	_____	_____	_____	_____
13. Could the action(s) result in the generation of significant amounts of dust? Explain.	_____	_____	_____	_____	_____
14. Could the action(s) result in a harmful effect on the quality of the air? Explain.	_____	_____	_____	_____	_____

	Short Term		Long Term		N/A
	Yes	No	Yes	No	
15. Could the action(s) result in a negative effect on the quality or quantity of any portion of the state's water resources? (Indicate the extent and whether surface, ground water, offshore.)	_____	_____	_____	_____	_____
16. Could the action(s) affect an area of important scenic value? Describe.	_____	_____	_____	_____	_____
17. Could the action(s) result in increased congestion and/or traffic in an already congested area or in an area incapable of absorbing such increase? Explain.	_____	_____	_____	_____	_____
18. Could the action(s) require a variance from or result in a violation of any statute, ordinance, by-law, regulation or standard, the major purpose of which is to prevent or minimize damage to the environment? Cite the law.	_____	_____	_____	_____	_____
19. Could the action(s) result in any form of adverse environmental impact not included in the above questions? Identify the impacted resource or area.	_____	_____	_____	_____	_____

III. Statement of No Significant Environmental Effects

A "Yes" answer in the "Long Term" column in Section II indicates that the action may cause significant environmental impact. If you have answered "Yes" to any of the questions, the effect of which is not clearly beneficial, but still think the action will cause no significant adverse environmental impact indicate your reasons below.

For state review staff use only. Do not write below this line.

IV. Conclusions

Place a check in the appropriate box.

1. () It has been determined that the action will not cause a significant adverse environmental impact. No EIS will be prepared.

2. () It has been determined that the action may cause a significant adverse environmental impact. An EIS will be prepared by _____ (approximate date).

Signature of Grants Officer _____

Title _____

Address _____

Telephone _____

Indiana's Rare Plants and Animals

A checklist of rare plants and animals in Indiana has been developed to maintain a current list of endangered and threatened species. The director of the Indiana Department of Natural Resources has the legislative authority for the conservation of endangered natural resources in Indiana. The Division of Fish and Wildlife and Division of Nature Preserves are responsible for the conservation of animals and plants, respectively, and each has developed the lists included in the publication. The Division of Nature Preserves also maintains a list of rare insects. Species are listed in alphabetical order by scientific name within each category of state classification.

Indiana Classification and Protection

Vertebrates and mollusks classified as endangered in Indiana are protected from "taking" pursuant to the Nongame and Endangered Species act of 1973 (Indiana Code 14-2-8.5) and Fish and Wildlife Administrative Rules (310 IAC 3.1-2-7). The Division of Fish and Wildlife also classified "any animal species, about which some problems of limited abundance or distribution in Indiana are known or suspected and should be closely monitored" as special concern. Plants and insects are classified as endangered, threatened or rare. Plants and insects are protected by the Nature Preserves Act (310 IAC 5-1-4,9) which prohibit the picking or molesting of trees, shrubs, vines or flowers occurring on Nature Preserves, Museum and Historic Sites, Wetland Conservation Areas, Wildlife Habitat Trust Areas, and lands owned, licensed and leased to the IDNR. State parks, state forest and state reservoir properties provide protection under 310 IAC 5-1-9, paragraph d.

Federal Classification and Protection

Species are classified as federally endangered or threatened pursuant to the Endangered Species Act of 1973 (Public Law 93-205 as amended) and are listed under 50 CFR 17.11 (animals) and 17.12 (Plants). This act prohibits the "taking" of animals listed as endangered or threatened. Federally listed plants are protected when federal funding or permits are required. The federal government also maintains a Notice of Review for Plants and Animals. The following lists include those species that are formally listed as endangered or threatened.

This is not intended to be complete listing of all restrictions applied to the protection of endangered or threatened plants and animals. To order the pamphlet please contact the:

Division of Fish and Wildlife
402 W. Washington Street Room 273
Indianapolis, IN 46204
317-232-4080

or

Division of Nature Preserves
402 W. Washington Street Room 267
Indianapolis, IN 46204
317-232-4052

<http://www.in.gov/dnr/naturepreserve/4725.htm>

Billing Form



GRANT BILLING
 State Form 55081 (9-12)
 DEPARTMENT OF NATURAL RESOURCES

NAME OF PROGRAM (check one)

- Land and Water Conservation Fund (LWCF) Hometown Indiana (HI) Recreational Trails Program (RTP)
 Wabash River Heritage Corridor Fund (WRHCF) Shooting Range (SR) Other: _____

1. Name of project		2. Project number	
3. Name of applicant		4. Telephone number ()	
6. Billing number	7. Period covered From: _____ To: _____		5. Type of request (check one) <input type="checkbox"/> Partial <input type="checkbox"/> Final
9. Name of vendor	10. Check number	11. Total claim paid or donated amount	12. Amount eligible
			13. Specific explanation of purchase for reimbursement
14. Amount eligible for reimbursement \$ _____ X _____ % =		15. Amount requested	

I certify that, to the best of my knowledge and belief, the above costs are in compliance with the terms of the project and that the reimbursement request represents the Federal share due, which has not been previously reimbursed, and that all work meets the terms of the grant.

16. Signature of agency president or designee / grantee _____ 17. Date (month, day, year) _____

Billing Form Instructions

One copy of the Billing Form must be completed in order to request reimbursement. Instructions for the completion of the form are as follows:

- 1–4. Self-explanatory.
5. Check “partial” unless this is the final close-out billing.
6. Note if this is the first, second, third, etc. billing submittal for reimbursement.
7. Indicate the period that is covered by the work incurred for this billing. For example: *From January 1, 2019 to March 1, 2019.*
8. If more than one billing form is used, mark each consecutively and note the total number of pages. For example: *Page 3 of 5.*
9. Indicate the name of the vendor, individual, or contractor to whom payment was made. In the case of donations, identify the donor.
10. Provide the number from the check that was used to pay the vendor in column #9. You can enter multiple check numbers here for the same vendor to keep it all on one line and reduce form use. In case of donations, indicate by the word “donation.”
11. Fill in the total dollar amount as written on the check(s) or the full value of the donation.
12. Indicate the amount of the figure in column #11 that is eligible for reimbursement. This amount is usually the same as that in column #11 except when several items, eligible and ineligible, have been included on the same check. For example: If twenty poles were purchased to light a ballfield, but only seven were used at the project site, then the price of seven lights should be indicated in column 12.
13. Describe exactly what was purchased for each reimbursable item. Identify the facility so that the grants coordinator can determine the eligibility of the item. For example: *Seven poles for lighting the new ballfield.*
14. Add all of the figures in column 12 and indicate the sum here. Include the reimbursement percentage (80% usually or 100% if full match is being submitted with the first billing).
15. For 80% reimbursement divide the dollar amount in item #14 by 2; for 100% reimbursement it will be the same amount. Input that amount here (this will be the amount of the reimbursement check for this billing).
16. The park board president or person responsible for project administration must certify to the accuracy of the reimbursement request.
17. Fill in the current date.

Force Account Labor Form



GRANT FORCE ACCOUNT LABOR
 State Form 56094 (9-12)
 DEPARTMENT OF NATURAL RESOURCES

NAME OF PROGRAM (Check one)
 Land and Water Conservation Fund (LWCF) Hometown Indiana (HI) Recreational Trails Program (RTF)
 Wabash River Heritage Corridor Fund (WRHCF) Shooting Range (SR) Other: _____

Grantee _____ Project number _____
 Name of employee _____ Pay period _____

Date (month, day, year)	Location	Hours	Wage Rate	Eligible Wage Costs	Description of Work	Time in Hours	Overtime Wage Rate	Eligible Overtime Costs	Total Claimed Costs
Totals									

I certify, under penalty of perjury, that the above time record is correct, fair, and based upon work performed and actual payment.
 Signature of employee _____ Date (month, day, year) _____
 Signature of supervisor _____ Date (month, day, year) _____

Interactive version online at <https://forms.in.gov/download.aspx?id=10789>

Force Account Labor Form Instructions

The Force Account Labor Form documents the labor costs of park employees who worked on the Wabash River Heritage Corridor Fund project. To justify these expenses, the Force Account Labor Form must be submitted along with copies of payroll.

Column headings are self-explanatory. The employee's entire day must be documented. If the employee spent half a day on the project site, an entry must be made for the remainder of the day.

Overtime pay is not normally eligible unless a written justification accompanies the force account sheet. The justification should explain the circumstances surrounding the additional time needed to complete the work. Overtime reimbursement will be considered only when an employee is working full-time for a period of several days or weeks at the project site. A rule to remember is that salaries and wages for persons working on WRHCF-assisted projects shall not exceed wage rate for similar persons working on similar jobs.

Donated Labor Form



GRANT DONATED LABOR
 State Form 55083 (9-12)
 DEPARTMENT OF NATURAL RESOURCES

INSTRUCTIONS:

1. Use this form to document labor costs of volunteer workers who worked on the grant project; to justify their donated time, submit this completed form with the billing.
2. Complete one form for each person, listing the date(s), hour(s), wage rate, and type of work completed on the project.
3. Both the donor and their supervisor (usually the park superintendent or board president) must sign this form.
4. Include a statement certifying the wage rate from the local fiscal officer, if not previously submitted.

NAME OF PROGRAM (Check one)	
<input type="checkbox"/> Land and Water Conservation Fund (LWCF)	<input type="checkbox"/> Hometown Indiana (HI)
<input type="checkbox"/> Wabash River Heritage Corridor Fund (WRHCF)	<input type="checkbox"/> Shooting Range (SR)
<input type="checkbox"/> Recreational Trails Program (RTP)	<input type="checkbox"/> Other: _____

Grantee	Project number
Name of donor	

Date <i>(month, day, year)</i>	Location	Hours	Wage Rate	Total Eligible Wage Cost	Description of Work
TOTALS					

I certify, under penalty of perjury, that the above information is correct, fair, and accurate representation of the actual work performed.	
Signature of donor	Date <i>(month, day, year)</i>
Signature of supervisor	Date <i>(month, day, year)</i>

Interactive version online at <https://forms.in.gov/download.aspx?id=10788>

Donated Labor Form Instructions

This form is used to document labor costs of volunteer workers who worked on the Wabash River Heritage Corridor Fund project. To justify their donated time, the completed form must be submitted with the billing.

One form must be completed for each person, listing the date(s), hour(s), wage rate, and type of work completed on the project. The form must be signed by the donor and their supervisor (usually the applying Agency's president). A statement from the local fiscal officer, which certifies the wage rate must be included, if it had not already been submitted.

If a Volunteer is employed in a skilled trade and they were providing that skill for the project, then their time may be valued at their normal rate. A statement of their hourly wage on company letterhead must be provided.

If a Volunteer is not employed in a skilled trade, the sponsor must provide a statement of the wage rate paid to the entry level municipal laborers. That is the rate that will be reimbursed.

Post-Construction Certificate



GRANT POST CONSTRUCTION CERTIFICATE

State Form 55082 (9-12)
DEPARTMENT OF NATURAL RESOURCES

INSTRUCTIONS:

This certificate must be submitted with the final billing. The form is signed by the applicant and the architect or engineer who supervised the construction. If the project did not involve a consulting architect or engineers, the town, city, or county engineer should inspect the project and sign the form.

AS-BUILT PLANS:

If deviations in design or site location were made from the plans previously submitted to the Division of Outdoor Recreation, "as-built" plans must accompany this form.

As-built plans must include:

- a) site plan showing the location of the project area and facilities;
- b) elevations and floor plans of structures.

Two copies of as-built plans are to be submitted. The project sponsor must record one set of plans which identifies the work done with federal funds at the site, at both the Town Hall and County Courthouse.

Check one:

Attached are copies of as-built plans.

Plans did not change from those previously submitted and approved.

I hereby certify that construction of Project Number _____ has been completed in accordance with the original and revised plans and specifications on file with the Indiana Department of Natural Resources, Division of Outdoor Recreation. The plans and specifications are consistent with the scope of the project approved by the National Park Service and the Indiana Department of Natural Resources. The project has been constructed in accord with all applicable State and local building rules and regulations and is acceptable for public use.

Signature of president or designee / grantee

Date (month, day, year)

Signature of project engineer / architect

Date (month, day, year)

Certification number of stamp

Interactive version online at <https://forms.in.gov/download.aspx?id=10787>

Wabash River Heritage Corridor Fund Protection for Natural Resource Conservation and Public Recreation

The property indicated herein was acquired and/or developed with a grant from the Wabash River Heritage Corridor Fund (WRHCF). This grant program is administered by the Division of Outdoor Recreation in the Indiana Department of Natural Resources. Grants are made to local units of government, usually the park and recreation board and not-for-profits to acquire or develop local parks and natural areas. The recipient agency is identified on the site plan.

The Wabash River Heritage Corridor Grant Program rules state the natural/recreational area, purchased with grant funds or donated as a local match for grant funds, must be operated and maintained in perpetuity for public recreation and or conservation. If grant funds were used to develop or renovate a facility, the facility must be operated and maintained for public recreation for the useful life of the facility (at least 25 years). Any property acquired with WRHCF assistance shall not be wholly or partly converted to other than public park and recreation uses without the approval of the Indiana Department of Natural Resources. The Indiana Department of Natural Resources has the ultimate authority to disprove conversion requests and/or reject proposed property substitutions.

Conversions generally occur in the following situations:

1. Property interests are conveyed for non-public natural/recreation uses.
2. Non-recreation or conservation uses (public or private) are made of the project area, or a portion thereof.
3. Public natural/recreation use of the property is terminated.

Examples of typical conversions are: new public thoroughfares, utility lines, other civic structures (fire stations, schools, libraries, fairgrounds, town halls, etc.); and the introduction of exclusive (nonpublic) uses.

If a conversion cannot be avoided, the local unit of government will be held responsible to see that real property of equivalent value, usefulness and location is provided to replace that converted at the park site. Repayment of the grant funds or the provision of replacement facilities is not an acceptable form of mitigation.

Wabash River Heritage Corridor Fund rules also specify that all future utilities constructed or renovated on the site must be installed underground, and the local project sponsor signed an agreement providing this assurance in the grant documentation.

Future utility lines not serving the park will need approval prior to their construction. For property purchased by sponsor (the park and recreation board or other governmental unity or not-for-profit), the land must remain in public recreation in perpetuity, even after any Wabash River Heritage Corridor assisted facilities have served their useful lives and been discontinued.