Wabash River Heritage Corridor Fund

2014 Guidelines Manual for Recreation Projects

Indiana Department of Natural Resources
Division of Outdoor Recreation
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Chapter One

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 $750,000.00 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 $750,000.00 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.
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 and other minerals 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 $200,000 per year. This fund will be used to once again fund projects in the Wabash River Corridor.

The Indiana General Assembly has defined the Wabash River Heritage Corridor as the Wabash River, the Little River, the strip of land 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 reimbursing matching 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 be around forever for future generations to enjoy.

**State Allocation of Funds**

Revenue to finance the Wabash River Heritage Corridor Fund is determined by the state legislature. Funds for the program are available when the State Budget Committee releases the funds. The outdoor recreation category of the program is administered by the Division of Outdoor Recreation, which works closely with the Wabash River Heritage Corridor Commission.

As funding becomes available, the DNR, in cooperation with the Wabash River Heritage Corridor Commission, will consider applications for Wabash River Heritage Corridor Fund grant assistance for sites that are along the Wabash River in the eligible counties. Projects will be rated and ranked according to project type and objective rating criteria. First priority for funding is given to water trail campsite projects. Second priority funds boating access. Third priority, trails. Fourth priority for funding is 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 mentioned before 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 $25,000; 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 insure sites were properly developed.

Questions regarding the outdoor recreation projects of the Wabash River 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  
FAX (317) 233-4648

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 $25,000. 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  
2014 RATING 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.**

(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](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 (120 points) ____
Between 5 to 9.9 miles of existing river access (105 points) ____
Greater than 15 miles of existing river access (90 points) ____
Less than 5 miles of existing river access (70 points) ____

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

Trail projects must be at least 0.5 mile long with a hardened 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 OHWM to be eligible.

9a. **Length** (actual number of miles being developed with this project)
   - 0.5-1.0 mile (70 points) ____
   - 1.01-1.5 miles (75 points) ____
   - 1.51-2.0+ miles (80 points) ____

9b. **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) ____
9e. **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 6 points.

Wabash Heritage Trail (6 points) ___

(7) **Land Acquisition**

In order to score points, land must be acquired in fee simple, be at least 10% of the total project cost, and occur within the Wabash River Heritage Corridor. For non-waterfront/non-adjoining 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. Projects which acquire easements do not score points in this criterion, but are still eligible projects.

Waterfront Acquisition (60 points) ___
- Acquisition Adjoins Existing Public Waterfront Property (45 points) ___
- Non-adjoining Acquisition Less than ½ Mile from OHWM (20 points) ___

(8) **Additional Facilities and Amenities**
The project receives points each for developing additional facilities and amenities.

- Restroom (4 points) ___
- Camping (non-primitive) (3 points) ___
- Parking (2 points) ___
- Interpretive Signs (2 points) ___
- Overlooks (2 points) ___
- Camping (primitive, must be usable from water) (2 points) ___
- Wildlife Habitat Amenities (bat boxes, native plantings, etc) (2 points) ___
- Water Fountain (1 point) ___
- Picnic Area (1 point) ___
- Active Recreational Facilities (sports courts/fields, spray park, etc) (1 point) ___
- Large Group Shelter (50 to 200 capacity) (1 point) ___
- Playground (1 point) ___

Additional Facilities and Amenities (22 points possible) ___

9
# 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. **Boat Access**  
   120 points possible ____
6. **Trail**  
   a. **Length**  
      80 points possible ____
   b. **Networks**  
      2 points possible ____
   c. **Part of Wabash Heritage Trail**  
      6 points possible ____
7. **Land Acquisition**  
   60 points possible ____
8. **Additional Facilities and Amenities**  
   22 points possible ____

Total  300 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 call 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.

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 (http://www.ada.gov/2010ADAAstandards_index.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.

Letter of Agreement

This letter should state that the sponsor will complete and maintain the submitted project for a minimum of 25 years.

Photographs, Maps, Site and Building Plans

1. Location Map. Each project application must be accompanied by accurate maps that pinpoint the exact location of the project site in sufficient detail so a person unfamiliar with the area will be able to find it without having to ask directions.

2. Boundary Maps. Enclose a map (w/scale) showing the exterior boundaries of the area 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.

5. Building Plans. Applications should be accompanied by a preliminary design and a floor plan for each building, shelter and other structures. These plans should be drawn to scale and show how the facility will be constructed to accommodate persons with disabilities.

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 must accompany the application.

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 must be accompanied by an Environmental Assessment/Analysis that includes:
1. The proposed action.
2. Alternatives to the proposed action.
3. Environmental impacts of the proposed action.
4. Listing of agencies and persons consulted.

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. Pictures (including aerial photographs) reduce lengthy narratives.

4. Writing style should be kept clear and concise. Adverse impacts should be addressed as fairly as the beneficial impacts.

An outline for the Environmental Analysis is available from the Division of Outdoor Recreation. The directions are broad to cover all types of projects and in most cases the answers to the various elements will be short. For most projects, the Environmental Analysis should be no longer than ten pages.

Projects Acquiring Land

Appraisals

An estimate of value or full appraisal made by a state-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
  ___ pre-agreement costs incurred to date
  ___ access for persons with disabilities
  ___ overhead wire burial or removal
  ___ public participation
  ___ other federal or state funding
  ___ relocation of tenants, businesses, or homeowners (acquisition only)

_____ 6. Description and location of known historical, archaeological and architectural resources on site

_____ 7. Location map (city or county road map)

_____ 8. Park site boundary map, showing exterior boundaries of park, easements, rights-of-way, etc.

_____ 9. Color photographs showing the site features in general

_____ 10. Acquisition and/or development plans, identifying all scope items

_____ 11. Building plans, preliminary, or conceptual plans for all buildings

_____ 12. Environmental Assessment

  ___ description of the proposed action
  ___ alternatives to the proposed action
  ___ environmental impacts of the proposed action
  ___ list of agencies and others consulted

_____ 13. Rating criteria information, including attachments

_____ 14. Property deed(s) for the entire site (if currently owned)
15. Easement document(s) for all utilities, transportation, etc.

16. Project proposal assurances

**LAND ACQUISITION PROJECTS**

17. Estimate of value for each parcel being acquired

18. 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.

19. Historical and archaeological reviews

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

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

22. Escrow agreement(s)

23. Property deed for each parcel being acquired
## COST BREAKDOWN

### Wabash River Historic Trail

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Cost</th>
<th>Total</th>
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<tr>
<td>1. Acquisition of 40 acres for linear greenway</td>
<td>$50,000.00</td>
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<td>3. Architectural and engineering fees</td>
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<td>4. Construction of Trail</td>
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<td>5. Construction of restroom building</td>
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<td>grading and asphalt path</td>
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<td>7. Picnic Shelter</td>
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Chapter 4

Now That Your Grant Is Funded, What Next?

Project Approval
The local sponsor will be notified when project approval has been granted. A signed copy of the Project Agreement will accompany this notification.

Project Agreement Form
The Project Agreement will provide information required for project correspondence and will describe the responsibilities of the state and of the sponsoring grant recipient.

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 State of Indiana, in conformance with these federal acts, has adopted the Handicapped Accessibility Code (675 I.A.C. 13-4-1 through 30). The federal Americans with Disabilities Act requires that sites and facilities be designed so they are accessible to persons with disabilities.

Project Sequence
Once the project receives all state clearances and approvals, 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 the information that must be sent to the Indiana Department of Fire and Building Services and the Division of Outdoor Recreation prior to construction.

Progress billings may be submitted after the project is approved as explained in Chapter 7. During the project period, the grants staff will make periodic inspections to ensure the development is in accord with the project application. The project sponsor is usually notified prior to these inspections and invited to accompany the inspecting officers.

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.

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 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 Camp Sites** Frontage on the Wabash River that provides opportunity for canoeists to camp overnight.

2. **Boat Access Sites** Sites in the Wabash River Corridor which provide direct boat launch access to the river.

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.
6. **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 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 insure 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.

The averaging of the final values of two or more appraisals to estimate the fair market value of a property does not meet the requirements of the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act to establish the value to initially offer the landowner. 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 only 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 insure 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.
9. 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, 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 (usually 25 years). 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. If it is owned by the city or county in general, and the ordinance establishing the project sponsor does not vest control of the property in the project sponsor, the appropriate city or county body must pass an ordinance vesting control of the site in the applicant.

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 Camp Sites.** Projects immediately adjacent to the Wabash River that provide camping opportunities for canoeists. Direct access to the river in the form of a canoe launch must be provided.

2. **Boat Access Sites.** Facilities for power boating, canoeing, kayaking, sculling, and other boating activities. These facilities may include access roads, docks, berths, launching ramps, breakwaters, mechanical launching devices, boat lifts, and storage spaces.

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 assessment preparation, 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. Pre-agreement costs necessary to prepare the application are allowed for reimbursement and must be identified in the project application.

**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 has in the past required that all construction over $100,000 be competitively bid. These laws have changed in the recent past and the 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 and construction specifications, including the addenda, must be submitted to the grants staff for approval prior to advertising for bids. In addition, copies of the bid tabulation summary sheet and all construction contracts 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 that there are additional acquisition and/or development costs to be met by the grant assistance requested for that project. These must be fully described and explained in the project proposal.

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, Room W246
Indianapolis, IN 46204-2739
Telephone: (317) 232-6422

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 Management
100 N. Senate Avenue, Room N 1255
Indianapolis, IN 46206-6015
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 West Washington, Room 264
Indianapolis, IN 46204-2641
Telephone: (317) 232-4160 or 1-877-928-3755

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
Box 1027
Detroit, Michigan 48231-1027
(313) 226-2218

Chicago District Regulatory Branch
111 North Carol Street
Chicago, Illinois 60606-7206
(312) 353-6400 ext. 4026

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:
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 wheel chairs.
5. Water fountains, public telephones, 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.

An "as built" site plan, which clearly delineates the completion date, dimensions and location of the project, and 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. When the plan is mutually satisfactory to the state and the sponsor, the project sponsor must file a copy of the "as built" site plan and a copy of the Protection Conditions for Natural Resource Conservation and Public Recreation page (available from the Division of Outdoor Recreation) with the deed records for the site maintained by the county in the courthouse/office building. This information sheet explains the permanent state protection afforded the site for acquisition. 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 Summary form, accompanied by various supporting documents depending upon the type of project. One copy of this billing form should be submitted once the project is completed. 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**

A complete summary of development and acquisition money spent on the project will be requested. Items included in the final billing documents of the Wabash River Heritage Corridor Fund are claim vouchers, canceled checks, and invoices. It is recommended that the invoice, claim voucher and canceled check for each payment be stapled 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 stapled together. This documentation should be arranged in the same order as shown on the billing form.

These supporting materials for payments and gifts should be compiled into one stack with the billing form on top. A transmittal letter should identify any items on claims that were deducted due to ineligibility and provide a short summary of the project's status to date.

(Please see Billing Checklist on the next page.)
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.

The final billing documentation is explained in Chapter 7. Of special note are the "as built" site plans. The plan must identify the work funded by the grant, 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 site map submitted with the application other than labeling it with the completion date. The Division of Outdoor Recreation may need to make additional notations or revise information on the map.

This site map becomes part of the permanent record in the Department of Natural Resources. In the case of public entities, these property records must be maintained and available for public inspection with the project agreement. It must be identified as having been acquired or developed with Wabash River Heritage Corridor Fund assistance and that it cannot be converted to other than public outdoor recreational use without the written approval of the Indiana Department of Natural Resources.

The sponsor must officially record the state-approved site plan, along with a copy of the Protection Conditions for Natural Resource Conservation and Public Recreation statement, available from the Division of Outdoor Recreation, 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 should also be kept particularly a history of negotiations with the landowner. 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.

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 can not 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. 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, this perpetuity language is written directly into the deed upon transfer of the property).

3. The sponsor submits the final billing; including evidence that step 2 was completed.

4. The grants staff conducts a final inspection of the site.

5. If the project passes inspection and the billing is complete, the final billing will be processed and that project considered finished.
Support Conservation through the Natural Resources Foundation.
Donations of money or property are accepted to promote the work of the IDNR.

Support the Indiana Heritage Trust!
Buy an Environmental License Plate. Your donation will purchase natural areas for preservation and recreation.

For more information about the heritage trust or the Natural Resources Foundation contact:
Natural Resources Foundation
402 West Washington Street
Indianapolis, Indiana 46204-2212
(317) 233-4020.
http://www.in.gov/dnr/3240.htm

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