

Local and Nonprofit Park Development Procedure Checklist

GA Project #: _____

GA Project Manager: _____

GA Project Name: _____

Email: _____

Park Name: _____

Phone: _____

Block(s)/Lot(s): _____

Award: \$ _____ Grant; \$ _____ Loan

Project Agreements

- If applicable: Lease/partnership agreement approved by GA and signed copy submitted
 - Project Agreement package received from GA (*will be emailed after appropriation bills are passed*)
 - Package completed as per transmittal letter:
 - Project Agreements signed on signature page and Declaration signature page
 - PA signed by person identified in resolution
 - Resolution uses template language, including identifying applicant's required match
 - Funding amounts in resolution match those in Project Agreement
 - Fiscal forms complete, including **two** signatures & bank letter or copy of cancelled check
 - Signed Project Agreement package submitted electronically to GA
 - Full executed copy of Project Agreement received
- Date of PA: _____ Project period expires (*2 years later*): _____

Preliminary Assessment

- Preliminary Assessment Report submitted electronically to GA
 - PAR block and lots match those in Project Agreement
 - PAR certified
- PAR review memo received from GA
- Additional information/documents submitted to GA, if requested in PAR review memo:
 - Answers to questions posed in memo
 - Results of geophysical survey
 - Site Investigation Report
 - Proof of well decommissioning
 - Proof of proper solid waste disposal
 - Other AOC(s): _____
- Contamination on site? RAO/Deed Notice submitted by LSRP to GA

Pre-Construction

- Bid package submitted electronically to GA for pre-bid review, including
 - Construction plans
 - Tax lot and road right-of-way lines on construction plans
 - Improvements on plans ADA-compliant
 - Bid specifications (*optional*)
 - GA debarred vendors language in Notice to Bidders
 - GA construction sign detail in specifications +/- or plans
 - Pre-Construction Engineering Certification Form (*See specific form for Jake's Law projects*)
 - Development Compliance Checklist Form
 - All permits/approvals, from (as applicable):
 - County Soil Conservation District
 - NJDEP Division of Land Use Regulation
 - NJDEP State Historic Preservation Office
 - NJDEP Bureau of Tidelands Management
 - US Army Corps of Engineers
- Plans review email received from GA
- Local Public Contracts Law Memorandum submitted following award of contract
- Construction sign erected

- ❑ If applicable/requested:
 - ❑ ROSI amended and accepted by GA
 - ❑ Road right-of-way vacation ordinance submitted
 - ❑ Dredging checklist submitted
- ❑ Change orders submitted

Post-Construction

- ❑ Notified GA that construction is complete
- ❑ Closeout letter received from GA
- ❑ Closing documents submitted electronically:
 - ❑ Record drawing (*one-page; includes tax lot and road right-of-way lines*)
 - ❑ Post-Construction Engineering Certification form (*See specific form for Jake's Law projects*)
 - ❑ Pictures of completed development project

Payment(s)*

- ❑ Payment request submitted, including:
 - ❑ Development Payment Request form
 - ❑ Listing of expenditures, as per example on request form
 - ❑ Copies of vendor invoices (e.g., contractor payment certificates)
 - ❑ Copies of cancelled checks/ACH payment confirmations
 - ❑ Reimbursement not requested for ineligible expenses (e.g., work in ROWs; remediation work)
 - ❑ Documentation of all eligible project costs submitted, including those to be paid for by other funders
 - ❑ Previously submitted LPCL Memo(s) covers all submitted expenses
- ❑ Payment voucher(s) received from GA
- ❑ Declaration/ROSI (or Conservation Restriction, if nonprofit) submitted to County Clerk's Office for recording
- ❑ Voucher package submitted to Green Acres, including:
 - ❑ Payment voucher(s) with original CFO signature
 - ❑ Confirmation of bank account information (last 4 digits of account)
 - ❑ Recorded Declaration/ROSI (or Conservation Restriction), or copy of cover letter forwarding document to County Clerk's Office for recording

Project Closeout

- ❑ Recorded Declaration/ROSI (or Conservation Restriction) submitted to GA, if not previously forwarded
- ❑ Construction sign removed and permanent GA sign installed

** Note: Green Acres funding will only be released if: (1) The applicant is making significant progress resolving any outstanding compliance issues, as determined by the Office of Transactions and Public Land Administration; and (2) For local governments, Green Acres has approved the applicant's Recreation and Open Space Inventory.*