

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.*