

## **Virginia Recreational Trails Program**

### **Grant Closeout Procedures**

No later than three months prior to the grant agreement end date, please ensure that the project is on track for all construction and billing to be completed and enough time remains for completion of the closeout procedures discussed in this document. **If the subrecipient has any reason to believe these closeout procedures cannot be completed by the grant end date, please notify DCR staff immediately.**

A Recreational Trails Program (RTP) grant can be closed out once DCR conducts a site inspection, the grant recipient submits a final project summary report, the project is open to the public, and the final reimbursement payment is processed.

#### **1. Site Visit**

Once construction is complete or the completion date is known, recipients can schedule a site inspection with DCR staff by contacting [recreationgrants@dcr.virginia.gov](mailto:recreationgrants@dcr.virginia.gov) or 804-786-1119. During the site inspection, staff will review:

- If the work matches the grant agreement project scope;
- If the work was completed according to submitted plans and specifications;
- If materials used are of satisfactory quality;
- Whether the facility meets relevant ADA and/or ABA accessibility standards;
- Accessibility barriers between the public access point and the funded facility; and
- If the property is readily accessible to the public and open reasonable hours.

#### **2. Final Report**

Each RTP grant recipient must electronically submit a final report and project completion statement that includes the following items:

- Description of the actual work accomplished;
- How the work differed, if at all, from the original scope of work;
- Total project costs, verification of the amount of grant funds received, and breakdown of matching share contributions by type (volunteer, in-kind, donated, cash);
  - If the project was completed under budget, please also include a statement verifying that no additional reimbursements will be sought.
- Summary of the project's outreach efforts to include disadvantaged business enterprises (DBE) and small, women, and minority-owned (SWaM) businesses in the project;
- Any lessons learned or troubleshooting that occurred during the project;
- Latitude and longitude of the project location (trail amenities) or latitude and longitude of the start and end points of the funded trail segment (trail construction/maintenance); and
- Photographs of the completed project.
  - Optional: in progress photos of the project during construction.
  - In addition to including within the report, please also submit several high-resolution photographs of the completed project as individual image files.

### **3. Project Open to Public**

The project described in the grant agreement scope of work must be open to the public by the grant end date for a minimum of 10 years.

### **4. Final Reimbursement Payment**

DCR preference is for final reimbursement requests to be submitted at least 30 days prior to the grant end date, though specific circumstances may allow Federal Highway Administration (FHWA) processing after the grant end date.

In cases where the final reimbursement request is submitted prior to completion of the site visit, final report, and/or the project is open to the public, the final payment or 10% of grant funds may be withheld until completion.

## **Additional Closeout Information**

### **Equipment Purchase Reporting**

Recipient must provide an inventory of equipment purchased using grant funds to DCR once every two years beginning at grant closeout until fair market equipment value falls below \$10,000.00 or revised threshold as listed in 2 CFR 200.313. A template is available.

### **Record Retention**

Financial records, supporting documents, and all other records pertinent to RTP grants shall be retained by the grant recipient for a period of three years; except the records shall be retained beyond the three-year period if audit findings have not been resolved. The retention period starts from the later of: final reimbursement payment or FHWA closeout.

### **Extensions**

All efforts should be made to complete the project within the original grant period of performance. **If a project is not able to be constructed as agreed upon within the grant period of performance, all or a portion of RTP funds provided for the project may need to be returned to FHWA.** In limited circumstances an extension may be granted, subject to the following conditions:

- The grant recipient has submitted regular quarterly reports throughout the grant period;
- The grant recipient has notified DCR with a request for an extension at least 90 days prior to the grant end date.

### **Administrative Procedure for Extensions**

At least 90 days prior to the agreement expiration date, the grant recipient must provide a written request to DCR that specifies the reason for the project extension, supporting documentation, and the necessary time period needed to complete the project. Typically, only one extension request per project agreement will be considered. If an extension is approved by DCR, then DCR will request an extension for the project from the FHWA. Final approval of extensions or project modifications are at the discretion of the FHWA.