

This Checklist is to be used by the applicant to ensure the Development Project is “Ready-To-Go”. The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this Checklist, please contact your DCNR Regional Advisor.

- \* **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

Yes	
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
*	<input type="checkbox"/> Applicant owns project site or controls through a lease (minimum 25 years)
*	<input type="checkbox"/> Project site is open to the public
<input type="checkbox"/>	Property has no known environmental hazards
*	<input type="checkbox"/> Match secured
<input type="checkbox"/>	Letters of match commitment from entities other than applicant uploaded
*	<input type="checkbox"/> Detailed list of eligible cash match and non-cash match included
*	<input type="checkbox"/> Site Development Drawing(s) by a licensed design professional (consistent with Site Development Drawing(s) Checklist) uploaded
*	<input type="checkbox"/> Realistic, accurate and detailed cost estimate/budget included
*	<input type="checkbox"/> Clear, concise and detailed scope of work included
<input type="checkbox"/>	<input type="checkbox"/> <u>PNDI</u> receipt uploaded
<input type="checkbox"/>	Accurate project site location map(s) uploaded
<input type="checkbox"/>	County/Municipal Notification Letter(s) uploaded
<input type="checkbox"/>	Reviewed the sample development project timeline at the following link <a href="http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033226.pdf">http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033226.pdf</a> and agree that the project can be completed within 3 years from date of grant award (design, permits, construction, and final site inspection)
<input type="checkbox"/>	Copy of lease or easement uploaded (if applicable)
<input type="checkbox"/>	If land donation is part of the match: Upload a Full Appraisal Report by a state certified <b>General</b> Real Estate Appraiser for the land defined in the project scope and any donated parcels. Appraisal to be ordered by and prepared for the applicant. Review detailed appraisal requirements and handouts at the following link: <a href="http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033228.pdf">http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033228.pdf</a> .
<input type="checkbox"/>	If land donation is part of the match: Complete the Public Value and Use section of the application, include details of the public access and value, and certify that the public access provisions have been discussed with the landowner
<input type="checkbox"/>	Properly completed Resolution Page uploaded