

COMMONWEALTH OF PENNSYLVANIA
Department of Conservation and Natural Resources

Bureau of Recreation and Conservation (BRC)
Administrative Policy/Grant Guidelines

SUBJECT: BRC Policy on the acquisition, tracking, maintenance and disposition of trail construction and maintenance equipment purchased with grant funds administered by BRC.

EFFECTIVE DATE: 01/01/2017

REVISED:

Background

DCNR provides grants to purchase equipment to construct and maintain trails. Equipment that is acquired with DCNR funding is not permitted to be used for purposes other than trail construction and maintenance. No change of use and no transfer of ownership, control, or interest in the equipment may occur; and no encumbrance may be placed on the equipment, without the written consent of the Department or its successor. This policy outlines issues, legal mandates, and procedures covering the tracking, maintenance, and disposal of equipment bought in full or part with DCNR grant program funds administered by BRC.

Policy

I. BRC Policy on Acquisition of Trail Construction and Maintenance Equipment and Intended Uses

- (1) DCNR must follow all laws, regulations and policies associated with the funding source used for the acquisition of equipment for trail construction and maintenance. The equipment may not be used for purposes other than those intended under the grant agreement. The Department determines at its sole discretion when actual or proposed uses are permissible and/or consistent or inconsistent with intended uses.
- (2) Applicants may submit standard grant requests to purchase equipment to construct and maintain trails during an open round. The application must include a description of the equipment that is to be purchased, what the equipment will be used for, where the equipment will be used, and the estimated purchase price and associated costs.
- (3) Applicants may request up to 80% reimbursement of the estimated costs for the equipment. The 20% local match must be cash. In-kind and volunteer time may not be used as match for an equipment purchase.
- (4) To close out an equipment purchase grant, the grantee must provide the following information for each piece of equipment:
 - a. Copy of equipment specifications
 - b. Copy of invoice and paid check from the grantee
 - c. Completed Trail Equipment Tracking Report form which will contain the following information:
 - (1) Name, Make, Model, Year, and serial number or identification number
 - (2) Condition of equipment
 - (3) Documentation of current per unit fair market value
 - (4) Name and address of the place the equipment is being stored
 - (5) Picture of the equipment and equipment storage location
 - (6) Picture of the permanent acknowledgement sign that is affixed to the equipment indicating the Department's funding assistance as referenced in the DCNR Project Signage policy.
 - (7) Proof of insurance for items over \$5,000.
 - d. Any other requirements from funding legislation or DCNR policy

II. BRC Policy on Tracking and Maintenance of Trail Construction and Maintenance Equipment

- (1) In accordance with the grant agreement, grantees are responsible to comply with the post completion terms and conditions of the agreement. This includes Article VII: Records & Audits; Article XX: Maintenance and Open Use Responsibilities; Article XXI: Nondiscrimination Regarding Access/Residency; and Article XXII: Ownership and Control/non-Conversion of Use.
- (2) Every two years during the useful life of the equipment, the grantee is required to provide evidence to DCNR that the equipment is still in place and being used for its intended purpose.
- (3) DCNR will use the following process to track all equipment purchases.
 - a. Every two years after the project is closed the grantee will receive a request for the equipment information contained in Section I (4)b.
 - b. The requested information must be completed and submitted to DCNR no later than 30 days from the date of receipt.

III. BRC Policy on the Disposition of Trail Construction and Maintenance Equipment

- (1) When original or replacement equipment acquired under a grant or sub grant has reached its useful life disposition of the equipment will be made in accordance with 49 CFR 18.32 as follows.
 - a. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
 - b. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.
 - c. In cases where a grantee or sub grantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or sub grantee to take excess and disposition actions.
- (2) In circumstances where a grantee requests to sell, trade or dispose of a piece of equipment used for trail construction and/or maintenance, the Department may provide approval of such request consistent with and contingent upon compliance with the funding source. Disposal may include disposition of the equipment, when it has reached the end of its useful life.
- (3) The Department may also require other conditions as determined solely at the discretion of the Department.
- (4) Requests to sell, trade or dispose of a piece of equipment used for trail construction and/or maintenance acquired with DCNR BRC grant funds must be made in writing to the:

Department of Conservation and Natural Resources
Bureau of Recreation and Conservation
400 Market Street, PO Box 8475
Harrisburg, Pennsylvania 17105
Attention: Greenways and Trails Section

- (5) Requests should explain the purpose of the proposed disposition and the current per unit market value of the equipment and provide a detailed discussion of the alternatives considered, and any other pertinent information regarding the proposed disposition. A response will be provided in writing from the Department. Grant recipients/equipment owners may not sell, trade or dispose of a piece of equipment without the prior written approval of the Department of Conservation and Natural Resources.

This policy remains in effect until revised or rescinded.