



Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM REQUIRED PROJECT COMPLETION DOCUMENTATION

Notify DEP immediately after completion of project construction that the project is complete and send the documents listed below. These documents should be accompanied by any applicable documents from the Reimbursement Request Checklist, DRP-114. **All close-out documents must be submitted 30 days after project completion.**

DEVELOPMENY COMPLETION DOCUMENTATION

1. Project Completion Certificate, dated and signed by the liaison agent. **(DRP-126)**
2. Final “as built” site plan **signed, sealed, and dated by a certified engineer, surveyor, or architect** (detailed specifications not required). **Please color code current project elements and/or any phases.**
3. Project Boundary Map, if changed from map originally submitted.
4. Color photographs of the completed project elements including the acknowledgement sign or plaque crediting the Florida Department of Environmental Protection, LWCF and the US Department of Interior. An example of the acknowledgement sign can be found on the website:
<https://floridadep.gov/sites/default/files/LWCF%20Program%20Acknowledgment%20Signage%20Requirements.pdf>.
5. Certification that the “Notice of Limitation of Use” statement has been filed as a permanent part of public property records in accordance with local requirements and available for public inspection. **(A copy of the recorded legal description, project boundary map with the legal description, executed grant agreement and amendments, and the “Notice of Limitation of Use” statement must be filed with public property records). (DRP – 113)**
6. Final Status Report must reflect all elements in the approved scope of work as 100% complete. Use the “Work Completed” section to briefly describe the work that occurred. Check the “Final Status Report” box on page 2 and list the date of Project Completion in the blank provided. The Project Liaison must sign and date the Report. **(DRP-109)**
7. Florida Recreation and Parks Inventory Form describing the entire park. Please go to our website: <https://prodenv.dep.state.fl.us/DrpOrpccr/outdoorRecreationInventory.do> and completed the Park Inventory Form listed under the heading LWCF Administrative Forms. Submit the completed form.
8. Budget Cost Analysis must be filled out completely. List all elements in the section that corresponds to how they were developed (contracted, directly purchased, etc.). Sign and date the document at the bottom. Please leave the right section blank for staff.
9. Submit all applicable forms found on the **Reimbursement Documentation Checklist (DRP-114)** with all information completed on each form. Please include all invoice numbers and dates, check numbers and dates, amounts and descriptions. Remember that 10% of total grant amount (retainage) will be held until final inspection has been completed.



Florida Department of Environmental Protection

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ACQUISITION COMPLETION DOCUMENTATION

1. Project Completion Certificate, dated and signed by the liaison agent. **(DRP-126)**
2. Project Boundary Map, if changed from map originally submitted.
3. Color photographs of the acquisition site including the acknowledgement sign or plaque crediting both the Florida Department of Environmental Protection, LWCF and the US Department of Interior. An example of the acknowledgement sign can be found on the website:
<https://floridadep.gov/sites/default/files/LWCF%20Program%20Acknowledgment%20Signage%20Requirements.pdf>.
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2. Certification that the “Notice of Limitation of Use” statement has been filed as a permanent part of public property records in accordance with local requirements and available for public inspection. **(A copy of the recorded legal description, project boundary map with the legal description, executed grant agreement and amendments, and the “Notice of Limitation of Use” statement must be filed with public property records). (DRP – 113).**
3. Florida Recreation and Parks Inventory Form describing the entire park. Please go to our website: <http://www.dep.state.fl.us/parks/OIRS/> and completed the Park Inventory Form listed under the heading LWCF Administrative Forms. Submit the completed form.
4. Submit all applicable forms found on the **Reimbursement Documentation Checklist (DRP-114)** with all information completed on each form. Please include all invoice numbers and dates, check numbers and dates, amounts and descriptions. Remember that 10% of total grant amount (retainage) will be held until final inspection has been completed.
5. Evidence of Title: Submit a copy of the deed.
6. Copy of Buyer-Seller Financial Closing Statement.
7. Construction schedule for development of project as stated in application.

DEVELOPMENT OF PROJECT ACQUISITION

1. **Project Completion Certificate, dated and signed by the project liaison agent. (DRP-126)**
2. Photographs of the development including the acknowledgement sign or plaque crediting both the Florida Department of Environmental Protection and FRDAP. An example of the signage can be found on our website:
<https://floridadep.gov/sites/default/files/LWCF%20Program%20Acknowledgment%20Signage%20Requirements.pdf>



Florida Department of Environmental Protection

**LAND AND WATER CONSERVATION FUND PROGRAM
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3. A final “as built” site plan **signed, sealed, and dated by a certified engineer, surveyor, or architect** (detailed specifications not required). **Please color code current project elements and/or any phases.**

Forms may be found at our website: <https://floridadep.gov/lands/land-and-recreation-grants/content/lwcf-grant-administration>