



Indiana TRAILS PROGRAM

Grantee Handbook



TABLE OF CONTENTS

State Grant Agreement	1
Quarterly Progress Reports	2
Amendments	2
Major Project Scope Changes	2
Project Period Extensions	2
Development Guidelines	3
Professional Services	3
Environmental Compliance	3
Plan Review	3
Bidding & Purchasing	3
Construction	4
Construction Contracts	4
Funding	4
Phased Funding (State Funds)	4
Reimbursement (American Rescue Plan Act Funds)	4
Payment Information	5
Force Account	5
In-Kind Contributions (Match Only)	5
Post-Completion Responsibilities	6
Final Inspection	6
Operation & Maintenance	6
Audits & Record Retention	6
Indiana Trails Program Grant Process Checklist	7
Attachment 1- Billing Form Instructions	8
Post-Completion Checklist	9

INDIANA TRAILS PROGRAM GRANT PROCESS

Applicants will be notified whether their projects have been selected for Indiana Trails Program (ITP) funding after all applications in a given round have been reviewed and evaluated. Each Grantee will be responsible for developing and maintaining the project site as outlined in the State Grant Agreement and all documents incorporated therein.

This Handbook outlines procedures regarding the State Grant Agreement and related items, development guidelines, payment information, and post-completion responsibilities. It also includes a Grant Process Checklist to ensure that appropriate steps are followed, and pertinent documents are submitted. For questions regarding land acquisition procedures, please refer to the [ITP Real Estate Guidelines & Procedures Handbook](#).

STATE GRANT AGREEMENT

The Grantee will be sent an electronic State Grant Agreement for signature. This Agreement will provide information for project correspondence and will describe the responsibilities of the State and of the Grantee. It will include:

1. The organization with whom the Agreement was made.
2. A project number given for identification purposes.
3. The project name to be used on all project correspondence.
4. The dates of Grant Agreement commencement and expiration. This period will reflect the timeline identified in the ITP grant application.
5. The project scope (Exhibit A: Project Narrative & Timeline), which identifies the elements included in the project proposal as approved. Only those items will be eligible for grant assistance. If the Grantee needs to make revisions, the Grantee's assigned DNR grant coordinator should be contacted before those revisions are made.
6. The total cost of the project (Exhibit B: Project Budget), including the ITP share award amount and the Grantee's match expectation, as well as details regarding funding phases (see Funding section on pg. 4). The ITP share will not exceed 80% of the total project cost and will be limited to a maximum of \$400,000.
7. Specific elements incorporated into the project agreement, such as provisions outlined by the Indiana Department of Natural Resources, or Indiana Department of Administration, State Budget Agency, US Department of Treasury, and/or applicable State and federal laws.

The Grant Agreement must be electronically signed by an authorized representative of the Grantee and internally at the State by the director of the Department of Natural Resources, the head of the Department of Administration, the head of the State Budget Agency, and the Attorney General. Please consult the Indiana Department of Administration's instructions for [Electronically Signing Contracts](#) for guidance on e-signing the State Grant Agreement.

QUARTERLY PROGRESS REPORTS

As a steward of State funds, the DNR is responsible for monitoring all ITP projects. Throughout the course of the grant, the Grantee must submit to its assigned DNR grant coordinator quarterly progress reports. These reports must be submitted via email and must detail the latest developments in the project. Quarterly progress reports must provide an accounting of grant funds spent on the project up to the date of submission. Grantees are encouraged to use the Quarterly Report Template located on the ITP website to ensure they include all relevant information.

Quarterly progress reports are due by Jan. 1, April 1, July 1, and Oct. 1 of each year. Grantees are encouraged to submit these the week before if possible. Late or absent reports may result in delay of payments or termination of State Grant Agreement.

Grantees are encouraged but not required to submit photographs and/or any video of construction of the trail or special events, such as groundbreaking ceremonies or dedications. All photographs or videos will become the property of the DNR. They may be used for promotion of the ITP and by the State of Indiana in general. This includes social media. They will not be used in for-profit publications outside of the DNR or State of Indiana. By voluntarily submitting any photographs or video in your progress update, you agree that your ITP project can be used for ITP promotion, Community Grants & Trails promotion, etc.

AMENDMENTS

During the project period, various situations may result in changes to or deviations from the original State Grant Agreement. An amendment is necessary to add to or alter the signed Agreement. Amendments are used to cover items that could not be anticipated in the original project. **It is essential that amendment requests be kept to a minimum.** It is the responsibility of the Grantee to determine the scope of the project prior to submitting an application and, upon approval, carry through with that project.

Changes that may necessitate an amendment include major project-scope changes or an extension of the project period. **Increases to the original grant award will not be considered under any circumstance.** All changes should be in accordance with the intent of the original application and must be justifiable.

The Grantee should contact their assigned DNR grant coordinator prior to the submission of an amendment request in order to determine whether the request is feasible. If it is determined that the request is feasible, the Grantee then submits the request to the grant coordinator. This request should include all project revisions desired, including cost estimates, design plans, or maps, as well as justification of the need for the changes. DNR reserves the right to deny an amendment request.

MAJOR PROJECT SCOPE CHANGES

Due to unforeseen changes in project costs or revisions in design plans for the project, certain items may have to be added or deleted from the project after it is approved. In the case of adding an item to the project, construction on that item cannot begin until an amendment is approved. In the case of removing an item from the project, the Grantee should first make every effort to fulfill the original scope of the project as outlined in the State Grant Agreement. Minor project-scope changes, such as removing a bench or reducing parking spaces, may not require an amendment.

DNR will evaluate all requests for changes in project scope on a case-by-case basis.

PROJECT PERIOD EXTENSIONS

All work in a given project must be completed within the period identified in the State Grant Agreement. If the project cannot be completed during the period identified on the State Grant Agreement, the Grantee may submit a request for a time extension. The request must justify why the project cannot be completed on schedule and should include a time schedule for completing the remaining items. An amendment for an extension of time must be submitted as soon as the Grantee is aware of the need for an extension and no later than 60 days before the project is scheduled to expire.

As a reminder, DNR reserves the right to terminate the State Grant Agreement for any project that experiences unreasonable delays or periods of inactivity.

DEVELOPMENT GUIDELINES

Trail development may consist of new construction or upgrading of existing trail surfacing to provide enhanced opportunities to trail users. Development should meet the needs of all citizens and be attractive, safe, and compatible with the site's setting. Once developed, a project must remain in public trail use for the useful life of the trail and related amenities, which is expected to be a minimum of 25 years.

PROFESSIONAL SERVICES

Grantees are not required to hire consultants under the ITP. However, if a Grantee chooses to hire a consultant to perform work not already completed prior to the ITP grant application, the DNR recommends that the consultant be on the Indiana Department of Transportation (INDOT) prequalified list. Prequalification is an INDOT policy; ITP projects are not subject to INDOT requirements, but DNR recommends selecting a prequalified firm primarily as a simple vetting measure. This recommendation should not be interpreted to mean that ITP projects must be treated as a federal project with all of the associated overhead.

Typical eligible consultant costs include environmental coordination, development of construction plans and specifications, and project management. Costs incurred for designing facilities not developed in the project are ineligible for grant assistance. Previously incurred design and engineering expenses related to the project may be eligible as match credit, subject to DNR review. These costs should be identified in the grant application. Grantees or their consultants should contact the DNR for questions regarding the eligibility of certain costs for grant assistance or match credit.

ENVIRONMENTAL COMPLIANCE

All ITP applicants must initiate the DNR Early Coordination/Environmental Assessment process before applying. Grantees must provide a copy of the final DNR Early Coordination/Environmental Assessment response letter to their DNR grant coordinator before the State Grant Agreement can be signed. If the Grantee makes any significant changes to their project scope that warrant a new DNR Early Coordination/Environmental Assessment, the Grantee must submit a copy of the new response letter to their assigned DNR Grant Coordinator.

It is the Grantee's responsibility to ensure that all needed permits or clearances are obtained prior to construction. Copies of all permits, clearances, and any mandatory environmental documents must be provided to their assigned DNR grant coordinator. Grant coordinators may request additional documentation showing Grantee has completed necessary environmental due diligence.

PLAN REVIEW

All development plans must be reviewed by the project's assigned DNR grant coordinator prior to bidding and construction for safety, accessibility (where applicable), and sustainability. The plans will also be reviewed for compliance with the scope of the project as written in the ITP grant application and State Grant Agreement. Plans that have already been created should be submitted with the grant application for review. Any comments made by the DNR Grant Coordinator must be addressed prior to submitting the plans for permits (if required) and/or bidding.

Plans may also be subject to review by additional agencies, including but not limited to the DNR Division of Water, Indiana Department of Environmental Management, Indiana Department of Homeland Security, Indiana State Department of Health, Indiana Department of Transportation, and U.S. Army Corps of Engineers. Plans must also be submitted for local permits as required by local regulations.



BIDDING & PURCHASING

All Grantees must follow all applicable State laws concerning competitive bidding and purchasing procedures. State bidding and purchasing procedures apply to both local units of government and nonprofit organizations. Grantees should consult with their attorneys regarding bidding and purchasing requirements. Please note that some laws can periodically change, and requirements may vary.

In general, a scope of services desired by the Grantee should be prepared and normal advertisement procedures followed. Hiring the lowest bidder is not required; however, a written explanation justifying the process used in hiring a contractor that is not the lowest bidder must be submitted to the project's assigned DNR Grant Coordinator. During the negotiation process, all bidders must be treated equally and given the same opportunities to revise their bids.

Copies of the bid tabulation sheet and the bid award summary should be submitted to the project's assigned DNR Grant Coordinator within 30 days of contract award. Most purchases, especially large-scale construction contracts, should be done through a competitive bidding process. Any questions about exceptions to bidding and other state purchasing laws should first be directed to the Grantee's attorney. If questions persist, Grantees should then contact their project's assigned DNR Grant Coordinator.

CONSTRUCTION

Allowable construction costs include all necessary construction activities from site preparation (clearing, excavation, grading, etc.) to the completion of a trail and related amenities. Construction may be carried out through a contract with a private firm, by use of the Grantee's own personnel and equipment (force account), by donated labor, or by a combination of these, subject to State law (see additional force account and in-kind information in Payment Information section).

The ITP is not subject to the Davis-Bacon Act, so contractors are not bound to construction wage rates established by the U.S. Department of Labor.

CONSTRUCTION CONTRACTS

If a Grantee elects to construct the trail and related amenities through a contract with a private firm, contracts must be written in such a way that the construction specifications, including any applicable State and federal provisions, are incorporated into the scope of the contract. Change orders to the contract that substantially affect the scope of the project must receive DNR approval before the change order is negotiated. An amendment to the State Grant Agreement may be required in this case.

The contract should be awarded to the individual or firm whose bid is most advantageous to the Grantee. Contracts must be awarded to responsible contractors or suppliers who have the ability to perform successfully under the terms and conditions of the contract. Consideration should be given to such matters as contractor integrity, record of past performances, financial and technical capability, and access to necessary resources.

When the Grantee considers the lowest bidder unqualified, incapable, or not responsible, the next lowest bidder may be awarded the contract. If a contract is awarded to other than the lowest bidder, a letter of justification for this action must be sent to the DNR grant coordinator with the bid tabulation summary. DNR approval must be obtained prior to awarding the contract in this case.

FUNDING

The ITP is a reimbursement grant program. Grantees may request reimbursement once per quarter at most. To receive the reimbursement funds, Grantees will submit a Billing Form along with corresponding documentation related to expenses and donations (including match) to their assigned grant coordinator for work completed in a given billing period. The DNR will work in a timely manner to review these and disburse funds for all eligible incurred expenditures.

PAYMENT INFORMATION

For all projects, costs must be incurred within the project period to be eligible for grant funding. Costs incurred after the project has expired are ineligible for grant funding or as match. Items added to a project by a change in scope amendment must be approved before costs may be incurred for the items. **No additional funds will be awarded beyond the original grant award in the State Grant Agreement.**

All Grantees, regardless of if they are phased funding or reimbursement, are responsible for submitting documentation to account for **all project expenses and donations (including match)** to the DNR. All claims should be accompanied by a completed Claim Summary Document (see Attachment 1), which must be signed by the authorized representative, and include corresponding invoices, receipts, claim vouchers and canceled checks. Additional documentation could include closing statements, force-account records, in-kind contribution records, etc.

Please note that this is not an exhaustive list; additional documentation may be required for certain expenses. Grantees should consult with their assigned DNR grant coordinator to determine when additional documentation is required. Please allow six to eight weeks for the DNR to review the claim and receive payment.

Final payment documentation for work done during the project period must be submitted no later than 60 days after the State Grant Agreement has expired. This documentation should specify that the work had been completed before the project expired.

FORCE ACCOUNT

If a Grantee plans to claim force-account costs, this intent must be stated in the grant application and in the explanation of any later project amendment requests. The DNR uses a Force Account Labor Form, which is completed by the laborer and signed by their supervisor or project manager, to certify the rate and number of hours the laborer worked on the project. This form should be submitted along with a copy of the employee payroll or similar documentation. The name of the program on the form should be Indiana Trails Program (ITP). Other column headings are self-explanatory.

Overtime pay is normally ineligible unless a written justification accompanies the force-account documentation. The justification should explain the circumstances surrounding the additional time needed to complete the work. Overtime pay will be considered only when an employee is working full time for a period of several days or weeks at the project site.

IN-KIND CONTRIBUTIONS (MATCH ONLY)

Facilities may also be developed by in-kind contributions, which might consist of labor, equipment, materials, or supplies donated to a Grantee by private organizations or individuals. In-kind contributions will be credited as part of the Grantee's match.

Grantees must submit a commitment letter or affidavit from each partner providing in-kind contributions with the ITP grant application. This document should detail the extent of the partner's commitment, be on appropriate letterhead, and be signed by an authorized representative of the organization. The DNR must agree on the valuation of in-kind contributions of goods and services before the ITP grant commencement date for such contributions to be considered as match. Unexpected contributions that occur after the ITP grant commencement date may be credited as match if agreed to by the DNR. In this case, the Grantee must still provide documentation detailing the partner's level of commitment.

The procedures for determining the value of in-kind contributions from other sources are as follows:

- 1. Valuation of Volunteer Services:** Volunteer services may be contributed by professional and technical personnel, consultants, and skilled or unskilled labor. Each hour of volunteered service may be counted as part of the Grantee's matching share if the service is an integral and necessary part of an approved project. The records of in-kind contributions of personnel services must include timesheets containing the signature of the person whose time is contributed as well as the signature of the person's supervisor to verify the record is accurate. The DNR Donated Labor Form may be used for this purpose.

The value of donated or volunteer services is \$10 for unskilled general labor and \$20 (with documentation) for supervisory/skilled trail building personnel. If a volunteer is professionally skilled in the trade or service to be provided, such as an electrician installing wiring or a plumber connecting the water supply, the rate this individual



is normally paid for performing this trade may be used. A letter from the donor's employer on company letterhead must document this rate.

- 2. Valuation of Donated Supplies, Materials, and Equipment:** The value of donated supplies, materials, and equipment that are permanently acquired should be reasonable and not exceed the current market prices at the time they are purchased for the project. Records of in-kind contributions of supplies and materials must indicate the fair-market value by listing the comparable prices from other vendors.
- 3. Valuation of Loaned Equipment:** Occasionally, equipment used in the construction of a trail will be loaned to the Grantee. The Grantee may claim the value of the equipment use as an in-kind contribution to the Grantee's share of project costs. The computation of equipment-use rates can be based on the rates of local suppliers. These rates must be documented on company letterhead. In order to receive reimbursement, Grantees must supply documentation signed by the donor stating the date(s), number of hours used per date, the type and model number of the equipment used, price per hour or day, and total cost claimed as a donation.
- 4. Valuation of Other Donations:** Other donations received specifically for and in direct benefit to the project may be accepted as part of a Grantee's matching share, provided that the value of these donations is adequately supported and permissible under the law. Such donations must be reasonable and properly justifiable.

POST-COMPLETION RESPONSIBILITIES

FINAL INSPECTION

Upon notification of project completion, DNR staff will conduct a final inspection to ensure the project has been completed in accordance with the State Grant Agreement. To help prepare for your final inspection, review the Post Completion Inspection Checklist on pages 10-11. Once this inspection has been completed and the Grantee has addressed any outstanding concerns, the Grantee must provide an "as-built" site plan that clearly delineates the completion date, property dimensions, trail mileage, and location of the ITP scope items and/or parcels of land acquired. This site plan will serve as a part of the permanent record of ITP assistance for the project. In some cases, there may be no changes from the plan previously submitted with the grant application other than labeling it with a completion date.

Grantees are encouraged to hold ceremonial events to mark the opening of the project to the public. Please keep DNR apprised of plans for any ribbon-cuttings, trail dedications, etc.

OPERATION & MAINTENANCE

Property acquired or developed with ITP assistance must be properly operated and maintained for general public trail use. The site should appear attractive and inviting to the public. The Grantee should manage the project site in accordance with the Summary Management and Maintenance Plan submitted with the original ITP grant application.

All sites acquired with ITP assistance in fee simple must remain in public trail use in perpetuity. Surface easements should be in perpetuity or a minimum of 25 years. All trails funded with ITP assistance must remain open to the public for the useful life of the trail and related amenities, which is expected to be a minimum of 25 years.

AUDITS & RECORD RETENTION

In accordance with the State Grant Agreement, all Grantees are subject to an audit of funds paid through the ITP and shall make all books, accounting records, and other documents available at all reasonable times during the term of the Grant and for a period of three years after final inspection by the DNR. Copies shall be furnished to the State at no cost. Additionally, records regarding acquisition projects, particularly a history of negotiations with landowner(s), should be maintained by the Grantee.

If the Grantee is a nongovernmental unit, the Grantee shall file the Form E-1 annual financial report required by IC § 5-11-1-4 for each year in which it receives ITP funding. The E-1 entity annual financial report will be used to determine audit requirements applicable to nongovernmental units under IC § 5-11-1-9. Audits required under this section must comply with the State Board of Accounts *Uniform Compliance Guidelines for Examination of Entities Receiving Financial Assistance from Governmental Sources*.



INDIANA TRAILS PROGRAM GRANT PROCESS CHECKLIST

This checklist outlines the items that must be completed as part of the ITP grant process. Completing these items in a timely manner will help avoid unnecessary delays and ensure that the project is completed on schedule.

NOTE: This checklist is intended to serve as a general guide for project completion. Additional items may also need to be completed, depending on the project.

**Refer to Land Acquisition Checklist in NLT Real Estate Guidelines & Procedures Handbook*

STATE GRANT AGREEMENT

- ___ Sign State Grant Agreement after reviewing document thoroughly. State Grant Agreement must be signed electronically by authorized representative.
- ___ Submit Quarterly Progress Updates to grant coordinator every quarter. This should include an outline latest developments in project and estimated expenditures up to the date of submission.

DESIGN & ENGINEERING

- ___ Submit a copy of DNR Early Coordination/Environmental Assessment response letter to DNR Grant Coordinator.
- ___ Submit detailed engineering plans for all development for review and approval by DNR Grant Coordinator **prior** to submitting for any needed permits or clearances.
- ___ Obtain all needed permits and/or clearances from applicable agencies prior to construction and submit copies to DNR Grant Coordinator.

LAND ACQUISITION*

- ___ Submit recorded deed(s) and/or easement(s) with protection language to DNR Grant Coordinator (see NLT Real Estate Guidelines & Procedures Handbook).

TRAIL CONSTRUCTION

- ___ Follow all State bidding and purchasing regulations.
- ___ Submit Bid Tabulation Sheet & Award Summary to DNR Grant Coordinator within 30 days of contract award.

PAYMENT

- ___ Submit a Billing Form (Reimbursement) at the completion of every phase or quarter to DNR Grant Coordinator along with all corresponding invoices, vouchers, canceled checks, or any other documentation necessary for phase or quarter.

CLOSE-OUT

- ___ Schedule a final inspection to be completed by DNR.
- ___ Submit the as-built Site Plan to DNR Grant Coordinator.



ATTACHMENT 1

ITP BILLING FORM INSTRUCTIONS

One signed copy of the grant billing form must be submitted with payment documentation to receive reimbursement for eligible ITP project expenditures. This document is similar to the Billing Form used for reimbursement. For further instructions on how to complete a Billing Form, please contact a DNR Grant Coordinator.

Instructions for the completing the form are as follows:

- 1-4. Self-explanatory (Project number must be the ITP project number – e.g., ITP-25-01).
5. Check “partial” unless this is the final claim.
6. Note the appropriate number for this claim (1, 2, 3, etc.)
7. Indicate the period that is covered by the work incurred for this claim. For example: From: May 1, 2019, to October 31, 2019, or 05/01/19 to 10/31/19.
8. If more than one billing form is used, mark each consecutively and note the total number of pages. For example: Page 1 of 2.
9. Indicate the name of the vendor, individual, or contractor to whom payment was made or force account was used. In the case of donations, identify the donor.
10. Provide the number from the check or electronic funds transfer (EFT) that was used to pay the vendor in column #9. You can enter multiple check numbers here for the same vendor to keep everything on one line and reduce the number of billing documents. In the case of donations, indicate by the word “donation.”
11. Fill in the total dollar amount as written on the check(s) or the full value of the donation.
12. Indicate the amount of the figure in column #11 that is eligible for payment. This amount is usually the same as that in column #11 except when ineligible items have been included on the same check. For example: If six benches were purchased but only two were used for the ITP project, then the price of the two benches should be indicated in column 12 and noted in the accompanying documentation.
13. Describe exactly what was purchased for each item so that the Grant Coordinator can determine the eligibility of the item. For example: Two benches to place along trail, 10 acres acquired in fee, total force account labor for trail clearing, etc.
14. Add all of the figures in column 12 and list the sum here.
15. The authorized representative responsible for project administration must certify to the accuracy of the request.
16. Fill in the current date.



ATTACHMENT 2 POST-COMPLETION INSPECTION CHECKLIST

The items on this checklist are what Indiana Trails Program (ITP) grant coordinators typically look for when they inspect the trail project after construction is complete. Use this as a guide to prepare your site for inspection before grant coordinators visit your completed project. These criteria help ensure that all proposed aspects of the project have been completed, and the trail is accessible and safe for all users.

PROJECT:

PART A - GENERAL

- | | |
|---|---|
| <input type="checkbox"/> Length of trail matches the approved plans. | <input type="checkbox"/> Overall, the trail matches the approved plans. |
| <input type="checkbox"/> Width of trail matches the approved plans. | <input type="checkbox"/> The trail connects to areas, parks, and other trails as shown on the approved plans. |
| <input type="checkbox"/> Slope of trail matches the approved plans. | <input type="checkbox"/> Pictures of completed project, including any identified issues that need resolved. |
| <input type="checkbox"/> <input type="checkbox"/> Recovery areas are present as shown on the approved plans.
N/A | |

PART B - AMENITIES & TRAILHEAD

- | | |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/> Number of benches and required companion area are present as shown on the approved plans.
N/A | <input type="checkbox"/> <input type="checkbox"/> Restroom is present as shown on the approved plans.
N/A |
| <input type="checkbox"/> <input type="checkbox"/> Number of bike racks are present as shown on the approved plans.
N/A | <input type="checkbox"/> <input type="checkbox"/> Any other amenities are present as shown on the approved plans.
N/A |
| <input type="checkbox"/> <input type="checkbox"/> Number of trash cans are present as shown on the approved plans.
N/A | <input type="checkbox"/> <input type="checkbox"/> Trailhead and wayfinding signage is present as shown on the approved plans.
N/A |
| <input type="checkbox"/> <input type="checkbox"/> Parking lot is present as shown on the approved plans.
N/A | <input type="checkbox"/> <input type="checkbox"/> Both high and low water fountains are present as shown on the approved plans.
N/A |



PART C - SAFETY

- | | |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/> Safety railings are installed where necessary on steep slopes.
<small>N/A</small> | <input type="checkbox"/> Any necessary safety signage is present as shown on the approved plans. |
| <input type="checkbox"/> No objects that may pose a danger to users protrude out into the trail. | <input type="checkbox"/> <input type="checkbox"/> Any signals or warning lights are functional and accessible.
<small>N/A</small> |
| <input type="checkbox"/> <input type="checkbox"/> Trail crossings are present as shown on approved plans.
<small>N/A</small> | |

PART D - ACCESSIBILITY

- | | |
|---|---|
| <input type="checkbox"/> <input type="checkbox"/> Detectable warning strips and curb ramps are present as shown on the approved plans.
<small>N/A</small> | <input type="checkbox"/> <input type="checkbox"/> Access routes to trail and amenities are present as shown on the approved plans.
<small>N/A</small> |
| <input type="checkbox"/> <input type="checkbox"/> Van accessible and standard accessible spaces are present as shown on the approved plans.
<small>N/A</small> | <input type="checkbox"/> <input type="checkbox"/> Restroom features meet accessibility standards as shown on approved plans.
<small>N/A</small> |
| <input type="checkbox"/> <input type="checkbox"/> Vehicle access aisle(s) are present as shown on approved plans.
<small>N/A</small> | <input type="checkbox"/> <input type="checkbox"/> ADA parking space signage and pavement markings are present as shown on the approved plans.
<small>N/A</small> |

PART E - OTHER

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

PART F - NOTES

_____	_____
_____	_____
_____	_____
_____	_____

INSPECTOR:

INSPECTION DATE:
