

## Final Project Preparations

1. Proposals selected for funding need to submit draft project implementation plans (PIPs) to the NPS program by June 30, 2011. **Projects that do not submit a draft PIP by June 30<sup>th</sup> will not be funded.** A PIP is considered final when all NPS program and EPA's comments and concerns have been addressed and EPA gives formal approval of the PIP. Therefore, project sponsors must work closely with the NPS project coordinators on finalizing the PIPs.
2. EPA approves PIPs and awards grant funds to the state on a project-by-project basis.
3. NPS program will begin the state contracting process with each project sponsor after EPA approves the PIP and releases the funds associated with that project.
4. Projects that involve on the ground activities may be required to include additional environmental-related contract conditions such as a SAPP and BE approval.
5. EPA fulfills the Endangered Species Act Section 7 consultation requirements with the U.S. Fish and Wildlife Service by coordinating biologic evaluations for each on-the-ground project as they receive the PIPs. Project sponsors will cooperate in the review process by providing information on the presence or absence of threatened and endangered species (plants or animals) that may be impacted by the project.
6. Project sponsors are expected to be "business ready," that is, prepared to execute a contract with a State agency, capable of managing federal and local sources of money, and able to keep track of supporting documentation, prepare project progress reports, and provide proof of liability insurance. Please check the [Business Ready Checklist located under contracting information](#).
7. *Sponsors should plan their project start dates no earlier than October 2011, because of the planning, review and contract work needed before the onset of a project.*