

Land and Water Conservation Fund (LWCF) **2016 Grant Application Guide**

*For Acquisition, Development, Renovation or Restoration
Of Public Outdoor Recreation Facilities*



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DIVISION OF STATE PARKS
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INTRODUCTION

I. FUNDING

Created by Congress in 1965, the Land and Water Conservation Fund (LWCF) provides matching grants to states and local governments for the acquisition and development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities and to stimulate non-federal investments in the protection and maintenance of recreation resources across the United States. The LWCF program is funded through revenue from off-shore oil and gas drilling. The Department of Interior's National Park Service (NPS) oversees the LWCF program and has delegated administration of the program to each state. In Missouri, the Department of Natural Resources (MDNR) administers the program. Direct oversight of the program is the Division of State Park's (DSP) Grants Management Section (GMS).

To apply for a LWCF grant, local governments and public school districts may fill out an application requesting funding to acquire land for outdoor recreation use, and to develop or renovate outdoor recreation facilities. Project proposals must be approved at both the state and federal levels. At the state level, an internal advisory group with the Division of State Parks reviews and scores the project applications and makes funding recommendations to the Division Director, who is also the LWCF State Liaison Officer (SLO). Projects are then submitted to the National Park Service for federal review and approval. Once the NPS approves a project, a grant agreement between MDNR and the project sponsor is signed. **Projects cannot begin until approval is obtained by the NPS. Development or renovations must begin within one year of signing the grant agreement.**

Section 6(f)(3) of the LWCF Act contains provisions for protecting a project that utilizes LWCF funding. When a LWCF grant is accepted, the project must remain dedicated to public outdoor recreation use in perpetuity. **This means that any area within a 6(f)(3) boundary may not be converted to any use other than outdoor recreation.** Furthermore, the project must be kept accessible and safe for public use. Should the intended use of the project ever change, the project sponsor is required to immediately notify GMS staff. Should projects be converted to other than outdoor recreational use, the project sponsor is required to replace the land (where the project is located) with land of equal value and usage. GMS must be notified of any change in usage to assure that a conversion is not taking place. Since this commitment is legally binding, the project sponsor should ensure that there is no potential conflict with future plans for this land.

II. DISTRIBUTION OF AWARD MONIES

The State has set \$150,000 as the maximum grant amount for LWCF projects, and \$10,000 for the minimum grant amount. LWCF grants reimburse up to 45% of the cost for land acquisition, development or renovation projects, which means the project sponsor is responsible for a 55% match.

A project sponsor may submit grant requests for multiple project areas; however, each project area must be submitted as its own application, for scoring purposes. When multiple applications are submitted, the total amount of grant funds requested per project sponsor cannot exceed \$150,000.

If a grant is awarded, MDNR cannot reimburse any costs incurred before the project start date indicated on the project agreement. **The only exceptions to this rule are planning and design costs which are limited to 10% of the agreement award.**

III. EVALUATION

Evaluation of the proposed project will consider existing park lands, the community's recreational needs, the sponsor's financial ability, the sponsor's assurance that the project will be completed within two years, demonstration of local planning efforts, and demonstration of public support for the project. **Additionally, projects will be reviewed for their ability to meet the needs outlined in the 2013-2017 Statewide Comprehensive Outdoor Recreation Plan (SCORP)**, which is available at <https://mostateparks.com/page/61215/land-and-water-conservation-fund-lwcf-grants>. The SCORP serves as a framework for the planning, development, management and protection of Missouri's outdoor recreation resources.

Projects are selected on the merit of their applications, so it's important for project sponsors to provide well-written and complete application packets. **Keys to a successful project include the following steps:**

- A. Starting the planning process early and communicating with citizens and other public officials often about the project goals.
- B. Thoroughly reviewing the SCORP to understand Missouri's outdoor recreation needs.
- C. Attending one of the grant application workshops scheduled by GMS staff. These workshops will help project sponsors understand the application requirements. For a schedule of workshops, visit <https://mostateparks.com/page/55065/outdoor-recreation-grants>. As an incentive, five points will be awarded to an application for project sponsors attending a workshop.
- D. Having an independent reviewer read through the application and supporting materials to ensure the information is easily understood. It may be beneficial to have someone unfamiliar with the project review the application packet; their comments will be more objective.
- E. Double-checking the application packet to ensure it is complete and accurate; incomplete packets will not be scored and those with errors may receive lower scores.
- F. Using the Application Checklist on page 10 of the application to ensure all supporting documentation is included in the packet.
- G. Calling or emailing GMS staff for questions about project eligibility, cost eligibility, or other questions related to the application. GMS staff can be contacted at 573-751-8462 or lwcf.rtp@dnr.mo.gov.
- H. Attempting to submit the application packet prior to the deadline date. This will allow GMS staff opportunity to contact the project sponsor if information is missing from the packet or is inaccurate, and will subsequently allow the sponsor time to rectify omissions or inaccuracies.
- I. Notifying GMS staff if the project needs to be amended, or if the project contact person or authorized representative changes before the end of the project.

IV. APPLICATION PACKET

The application packet includes three parts, the application itself, the Sub-Recipient Informational Form, and the LWCF Project Description and Environmental Screening Form. Each part must be filled out completely, following all instructions. Incomplete application packets will not be scored.

- A. The grant application itself is the tool used by DSP's internal advisory group to determine how relevant the project proposal is to the needs outlined in the SCORP, how much public support is garnered for the project, its level of accessibility, and the sponsor's ability to pay for the project and maintain it in perpetuity. **The application is scored to determine which projects are eligible to receive funding through the National Park Service. Please read the application questions carefully and provide all required supporting documentation.** Attach supporting documentation to the back of the application. Label the supporting documentation with the relevant section letter and question number from the application. It is recommended that the project sponsor include a table of contents in their application packet that references the attachments and supporting documentation.
- B. Sub-Recipient Informational Form (Part 2 of the application) is a federal requirement for projects that receive federal funds. Please fill out this form completely. If answering yes to any of the check boxes, you must list the five highest paid officials in the project sponsor's organization.
- C. LWCF Proposal Description and Environmental Screening Form (PD/ESF) (Part 3 of the application) is required by the National Park Service. Some of the questions are duplicates from the grant application but please fill out this form completely. This form also includes the Environmental Screening Form (ESF) that is required to determine if an Environmental Assessment is needed in accordance with National Environmental Policy Act (NEPA) regulations. The ESF begins on page 6 of the PD/ESF and has two parts that must be completed. Pay close attention the highlighted sections on page 6 and provide additional narrative where required. **An incomplete form may delay the project while GMS staff asks for clarification or may result in the project being rejected at the federal level. Please keep an electronic copy of the PD/ESF; if the project is selected, GMS staff may request this form electronically.**

V. REQUIRED DOCUMENTATION

The following documentation is required for submittal of the grant application. **Incomplete application packets will not be scored.** Please refer to the checklist on page 10 of the application.

- A. Section 106 Review by the State Historic Preservation Office (<http://dnr.mo.gov/shpo/sectionrev.htm>); this may take four to six weeks to process.
- B. Resolution from relevant governing body showing support of project.
- C. Letter from the appropriate Regional Planning Commission (even if not a member) showing support of the project and indicating if the project meets regional goals and objectives for outdoor recreation.
- D. City and county/region map designating park and/or school location.
- E. Site development/renovation map clearing defining the 6(f)(3) boundary of the project, including acreage and its location within an existing park or site (if the entire park or site will not be included under 6(f)(3) protection). Refer to pages 14-15 of this guide.
- F. Copy of deed, contract for deed, or letter signifying intent to donate land, for project site (proof of land ownership).
- G. Signed letters of donation for project match.

- H. Accurately completed cost estimate.
- I. Financial assurance letter from the sponsoring organization's chief financial officer stating that the organization has the financial capability of completing the proposed project and maintaining it long term.
- J. Annual operating/maintenance plan for this facility or the park department, school district, etc.
- K. Federal, state or local government permits/approvals if required by this project, such as floodplain or wetland permits.
- L. Application workshop registration confirmation.
- M. School/community agreement (only required for public school districts). See page 18 of this guide.

For sponsors considering a land acquisition project, please do not proceed until contacting the Grants Management Section. Additional documentation for acquisition projects includes:

- A. Waiver of Just Compensation
- B. Appraisal report
- C. Parcel map
- D. Acquisition schedule
- E. Master plan
- F. Statement of seller's rights or reservation and restrictions
- G. Building descriptions and plans for buildings

Additional required documentation is outlined in sections C, D, E, F and H of the grant application.

VI. STAFF SERVICES

The Grants Management Section manages all phases of the grant round, including reviewing the applications for completeness, inspecting the projects, and processing project reimbursement requests. GMS staff will also assist sponsors with preparing their grant applications. For questions that are not answered in the application materials, please call GMS staff for assistance at (573) 751-0848. Please also consider attending an application workshop. For a schedule of workshops, visit <https://mostateparks.com/page/55065/outdoor-recreation-grants>.

VII. APPLICATION SUBMITTAL

To apply for a 2016 LWCF grant, the application must be **typewritten** and **postmarked on or before April 22, 2016**. **Applications received after this date will be ineligible. A handwritten application will not be accepted.** Mail **four** copies of the completed application packet (only one copy of the PD/ESF) to:

Missouri Department of Natural Resources
 Division of State Parks
 Grants Management Section
 Attn: LWCF Planner
 PO Box 176
 Jefferson City, Missouri 65102

National Park Service has final approval on all applications. No project can begin without their approval.

APPLICATION GUIDELINES

I. PUBLIC USE IN PERPETUITY

A. Acquisition Projects

If a LWCF grant is received for acquisition, be aware that the project area must remain dedicated in perpetuity to public outdoor recreational use. MDNR shall review and approve any change in usage from outdoor recreational use. This commitment is legally binding.

The project narrative on page 2 of the application must include the number of acres to be acquired and a description of the property. The narrative should describe in detail the property's features, including any wooded areas, open fields, wetlands etc., as well as any existing buildings or structures, easements, rights-of-way, utilities and other restrictions to outdoor recreation. The sponsor has two years to develop and open the acquired property for public outdoor recreation use. The narrative must include a development plan indicating when the site will be open and accessible for recreation.

B. Development/Renovation Projects

If the project involves development or renovation of facilities, keep in mind that the land on which these facilities are located must be held in perpetuity to be used for outdoor recreation only. Any equipment or structure installed using LWCF money, such as a play structure, must be open to the general public, properly maintained, and operational through the expected life span (in most cases, equipment has a 25-year life span). Thus, it is important to consider how to handle necessary maintenance and operational costs throughout this period.

NOTE: Maintenance and operation costs are not eligible for reimbursement.

The project narrative should include all improvements or renovation to the facility and a completion date for the project. The 6(f)3 boundary map should include location of facilities to be developed or renovated.

C. Leases

No approval will be given for the development of facilities on leased land unless the leased land is:

- a. leased from the Federal Government with no less than 25 years remaining on the lease and is not revocable at will; or
- b. leased from one public agency to another for 25 years or more, provided that safeguards are included to adequately ensure the perpetual use requirement contained in the LWCF Act is met. Such safeguards may include joint sponsorship of the proposed project or other agreement whereby the lessor (land-owning agency) would provide assurances that it would assume compliance responsibility for the Section 6(f)(3) area in the event of default by the lessee or expiration of the lease, and these assurances are explicitly reflected in the project agreement.

D. Conversion Process

The 6(f)(3) requirement ensures public access to outdoor recreation land in perpetuity. Should a project sponsor ever intend to use any portion of project land protected under 6(f)(3) for any other purpose than outdoor recreation, the sponsor must contact GMS staff to request a conversion packet. The conversion process requires that the project land be replaced **with land of at least comparable fair market value and of comparable utility.**

II. ACCESSIBILITY

When planning the recreation facility and preparing the application, be aware that all projects must be made accessible to and usable by persons with disabilities. They must be constructed in conformance with the most current Americans with Disabilities Act (ADA) Accessibility Guidelines (<http://www.ada.gov/regs2010/2010ADAStandards/2010ADASTandards.htm#c10>) as well as the standards developed by the United States Access Board.

The United States Access Board has compiled a manual of accessibility standards that meet the requirements in the Architectural Barriers Act (ABA). The ABA Accessibility Standards manual should be used for facilities designed, built, altered, or leased with federal funds. The manual is available as printable html pages at <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/aba-standards>.

The United States Access Board has also compiled accessibility guidelines for outdoor recreation facilities in their manual, *Outdoor Developed Areas: A Summary of Accessibility Standards for Federal Outdoor Developed Areas*, available here as a free pdf download or as printable html pages (<https://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/a-summary-of-accessibility-standards-for-federal-outdoor-developed-areas>). Note: the pdf download is very large and may take time to download. Reference the above websites in your responses in Section G of the application.

Project sponsors are encouraged to design projects to be universally accessible. Universally designed recreation experiences have characteristics that make them easier to use by everyone, including people with a variety of different abilities and limitations. Designing for universal access means going beyond the minimum requirements of the ADA so that all people in the community or outside the community, including those with disabilities, may enjoy the recreation opportunities provided. Facilities should be developed to accommodate **all** potential users with disabilities, and their design should exceed the minimum specifications

Project sponsors may need to make some additional effort to effectively determine the types of universally accessible recreation facilities most needed by their communities. As a beginning point, sponsors may refer to the U. S. Census Bureau on the numbers of individuals with disabilities in their communities. However, meeting with disability advocacy groups to gather information about their recreation and accessible needs is optimal. Additional outreach to the public after the project is completed may be necessary to provide additional information and encourage people with disabilities to take part in the programs offered.

III. GRANT APPROVAL PROCESS

In order to be considered for LWCF grant, project sponsors must complete and return four copies of the LWCF Application, **postmarked by April 22, 2016**. Project sponsors are strongly encouraged to attend one of the LWCF application workshops or webinars scheduled in March; workshop/webinar dates and locations are listed at <https://www.mostateparks.com/page/55065/outdoor-recreation-grants>. These workshops/webinars are hosted by staff from the Grants Management Section (GMS) of the Division of State Parks, to assist project sponsors with the application process. GMS staff reviews the submitted applications for accuracy and completeness and may ask project sponsors to provide additional information.

Project applications are evaluated on a competitive scoring basis, with most of the application questions having a designated point value. The Division of State Park's internal advisory board evaluates the applications and assigns scores to the individual responses, which are then tallied and

a cumulative score given to each application. The overall application score determines the project's ranking against other proposed projects. The board then makes funding recommendations to the Division Director/State Liaison Officer (SLO). The SLO reviews the scored project applications and makes funding recommendations to the National Park Service (NPS). Sponsors of the selected projects will be notified that a pre-site inspection will be made by GMS staff. After completion of the pre-site inspections, selected project proposals will be forwarded to the NPS for federal review and approval.

The number of ranked projects that will be recommended for funding is determined by the state's LWCF apportionment for the current fiscal year. All applicants will be notified of the results of the application review process, and sponsors of approved projects will receive a notice of award and project agreement. The entire process may take up to eight months, from the initial call for project applications to notice of award. Once project sponsors sign and submit the project agreement to MDNR, the sponsors are then **required** to attend a **mandatory** grant administration workshop or webinar, where they will receive a copy of the FY2016 LWCF Grant Administration Guide. During the workshops/webinars, GMS staff will explain the requirements for administering the LWCF grants.

IV. GRANT COMPLETION

Sponsors cannot begin any development activities, or acquire property until signing a project agreement and attending an administration workshop. Costs incurred before the agreement is signed and returned to GMS staff are not reimbursable, with the exception of planning and design costs which are limited to 10% of the grant award. For acquisition projects, the land must be purchased within one year following the project agreement date. Construction for development/renovation projects must be initiated within one year of the project agreement date and be completed within the two-year project period. Project extensions will be granted only under extreme circumstances beyond the control of the project sponsor.

V. ELIGIBLE AND INELIGIBLE COSTS

A. Eligible Costs

Costs can only be incurred within the project period, with the exception of planning and design costs (see Paragraph 5 on the next page). The project period begins on the date the project agreement is executed between the project sponsor and the Department of Natural Resources. Project costs must relate directly to the project scope outlined in the project agreement. In order for costs to be eligible for reimbursement, they must meet the conditions listed below.

1. LAND ACQUISITION COSTS

LWCF grant funds may be used to pay up to 45% (not to exceed the grant award) of the fair market price to acquire title or other interests in outdoor recreation land. Any purchased land must be appraised by a licensed appraiser and the appraisal reviewed and approved by a state-certified review appraiser. Additional costs for this appraisal review will be billed to the grant recipient. Please note that all leases must be maintained for 25 years or longer, and that the requirements of Section 6(f)(3) remain valid after the lease agreement expires. The lessor then assumes the responsibility for complying with Section 6(f)(3) perpetuity requirements.

2. LAND DONATION COSTS

The fair market value of donated land may be used to match the cost of developing recreation facilities on the donated property provided title to the land is not taken prior to project approval. Donated land may also be used to match other land acquisition, development, or renovation costs on non-donated land if these areas are outlined in the project proposal. Please note that the value of a land donation can only be used as a match to those items/areas specifically identified in the proposal. A binding contract stipulating the donation, pending the receipt of the grant award, must be included in the application packet. This contract should state that the donated land will be dedicated for outdoor recreational use. The project sponsor cannot accept title to donated land for use as match until the project has been finalized with a signed agreement. Any donated land must be appraised by a licensed appraiser. Additional costs for this appraisal review will be billed to the grant recipient.

3. RECREATION FACILITY COSTS

Most outdoor recreation facilities are eligible for reimbursement, as long as they are dedicated to public outdoor recreation usage. Examples of eligible facilities include, but are not limited to, picnic areas, camping facilities, sports and play fields, outdoor play courts, swimming or aquatic facilities, boating or fishing facilities, trails, winter sports facilities, outdoor ice rinks, natural areas, passive parks and amphitheaters. Matching funds can include donated labor, materials, and services, and must be well documented in the application and reimbursement requests.

4. SUPPORT FACILITY COSTS

Support facility costs are eligible for reimbursement and include, but are not limited to, walkways, site improvements/landscaping, utilities, roads, parking, lighting, signs, restrooms, concession and maintenance buildings, and burial of overhead wires. All electrical or communication lines must be installed underground. Existing lines must be buried, removed or relocated as necessary. Future lines must also be underground.

5. PLANNING/DESIGN COSTS

Site investigation and selection, site planning, preliminary design, environmental assessment, preparation of cost estimates, construction drawings, specifications and similar items necessary for project preparation are eligible for LWCF assistance, but cannot exceed 10% of the total project cost. Planning/design costs must have occurred within the last nine (9) months prior to the application deadline. Only those projects selected for funding are eligible for cost reimbursement. Project sponsors should make sure to keep careful records of planning costs, such as invoices, cancelled checks, etc.

6. LABOR COSTS

Personnel services, fringe benefits and consultant services are eligible labor expenses. Volunteer labor is not eligible for reimbursement, but can be used as match. Volunteer labor as a donation can be no more than 25% of the match.

7. EQUIPMENT COSTS

Use of equipment or equipment rental to **complete** a project is an eligible cost. Equipment costs may be used as a donation if from other than the project sponsor.

8. SUPPLIES AND MATERIALS

Supplies and materials are eligible for reimbursement and may be purchased for a specific project or drawn from a central stock. Donated materials are not reimbursable but may be used as part of the match.

9. CONSTRUCTION COSTS

Construction costs are eligible for reimbursement and include all necessary construction activities from site preparation (including demolition, excavation, grading, etc.) to the completion of a structure at the project site. Construction may be carried out through a contract with a private firm or by use a project sponsor's own personnel (force account).

Note: State Prevailing Wage is required for contracted projects.

B. Ineligible Costs

LWCF reimbursement funds are not available for ceremonial or entertainment expenses, publicity costs, bonuses, interest expenses, incidental costs relating to acquisition, operation and maintenance costs for outdoor recreation areas, equipment to be used for the maintenance of outdoor recreation areas, or park employee residences. For clarification on a proposed expense's eligibility or ineligibility, contact GMS staff at (573) 751-8462.

Acquisition costs that will not be funded by LWCF include the following:

1. Acquisition of historic sites and structures, except when it is demonstrated that the acquisition is primarily for outdoor recreation purposes and the historic aspects are secondary to the primary recreation purposes.
2. Acquisition of museums and sites to be used for museums or primarily for archaeological excavations.
3. Acquisition of land to help meet a public school's minimum site size requirement as established by state or local regulations.
4. Acquisition of areas and facilities to be used primarily for semi-professional and professional arts and athletics.
5. Acquisition of areas and facilities to be used solely for game refuges or fish hatcheries. However, such areas and facilities may be eligible for LWCF assistance if they will be open to the public for compatible recreation.
6. Acquisition of areas to be used mainly for the construction of indoor facilities. Also prohibited are areas where existing indoor recreation facilities, if left in place, will not leave sufficient space for the development of outdoor recreation facilities.
7. Acquisition of railroad trestles, stations, yards, etc., if such are to be used for the commercial operation of railroad trains.
8. Acquisition of sites containing luxury lodges, hotels, motels, restaurants and similar elaborate facilities that are to be operated by the project sponsor or a concessionaire to provide food and sleeping quarters.
9. Acquisition of agricultural land primarily for the preservation of agricultural purposes.
10. Acquisition of federal surplus property, unless legislatively authorized in a specific situation.

VI. REIMBURSEMENT PROCESS

The financial responsibility for a grant cannot be passed to an ineligible sponsor by resolution. Payments for activities approved in the grant award can only be made by the sponsor of the project.

A project sponsor may request reimbursement at the stages listed below. Once a reimbursement request has been approved, it will take 30-60 days for the sponsor to receive payment. A carefully prepared reimbursement request will help expedite the process.

1. **PARTIAL REIMBURSEMENT:** A project sponsor may submit up to four reimbursement requests though the life of the project. A minimum of 25% of the project must be completed before making the first partial reimbursement request. No more than 75% of the grant will be reimbursed until after the project has been inspected and completed. Required quarterly reports must have been submitted and for a project sponsor to be eligible for payment.
2. **FINAL REIMBURSEMENT:** A request for final reimbursement should be submitted after all facilities listed in the project scope of the project agreement are complete and documentation is submitted to GMS staff for review. An on-site inspection will be conducted with 30 days of a request for inspection to determine if the project has been completed within the terms of the agreement.

VII. INSTRUCTIONS FOR MAKING A COST ESTIMATE FOR A PROJECT

The project sponsor will need to provide an estimated cost breakdown on all the facilities that will be acquired, developed or renovated as part of the project. A budget table is provided in the application for this purpose. Prevailing wage must be used for construction contracts. The number and type of facilities to be constructed or renovated should be specified. Estimates should reflect total costs for each **major** component and these costs should be realistically derived from established or anticipated prices. When estimating costs, please remember that the grant review and approval process may take some time and that estimated expenses may need to take into account cost inflation. Enter the costs for each component in the appropriate columns according to who will pay for that portion – either the grant, the project sponsor (matching funds), or a third party donation (matching funds). Use whole dollar amounts only.

When items such as site preparation or utilities are directly related to a facility, these costs should be included as part of the estimated cost for that facility. It is important that cost estimates be as accurate and complete as possible, and include all components that will be reimbursed. Each **major** component must be listed as a separate item within the cost estimate. See example below:

List Major Components in Priority Order	Grant Request	Matching Funds		Total Cost
		Applicant Funds	Donation	
(45% Reimbursement)				
1 Playground Development	\$ 25,000	\$ 10,555	\$ 20,000	\$ 55,555
2 Planning/Design	\$ 2,250	\$ 2,750	\$	\$ 5,000
3 Two Soccer Fields	\$ 40,000	\$ 48,889	\$	\$ 88,889
4 Lighting	\$ 7,525	\$ 9,198	\$	\$ 16,723
5 Signage	\$ 225	\$ 275	\$	\$ 500
6	\$	\$	\$	\$
7	\$	\$	\$	\$
8	\$	\$	\$	\$
Total	\$ 75,000 <i>(not to exceed \$150,000)</i>	\$ 71,667	\$ 20,000	\$ 166,667

The maximum grant request amount is \$150,000 and the minimum grant request is \$10,000. The following table provides examples of the minimum match required at various cost levels.

Maximum Grant Amount (45%)	Minimum Match Amount (55%)	Total Project Cost
\$10,000	\$12,220	\$22,220
\$25,000	\$30,550	\$55,550
\$50,000	\$61,100	\$111,100
\$75,000	\$92,000	\$167,000
\$100,000	\$122,300	\$222,300
\$125,000	\$152,750	\$277,750
\$150,000	\$183,300	\$333,300

VIII. INSTRUCTIONS FOR CREATING A 6(f)(3) BOUNDARY MAP

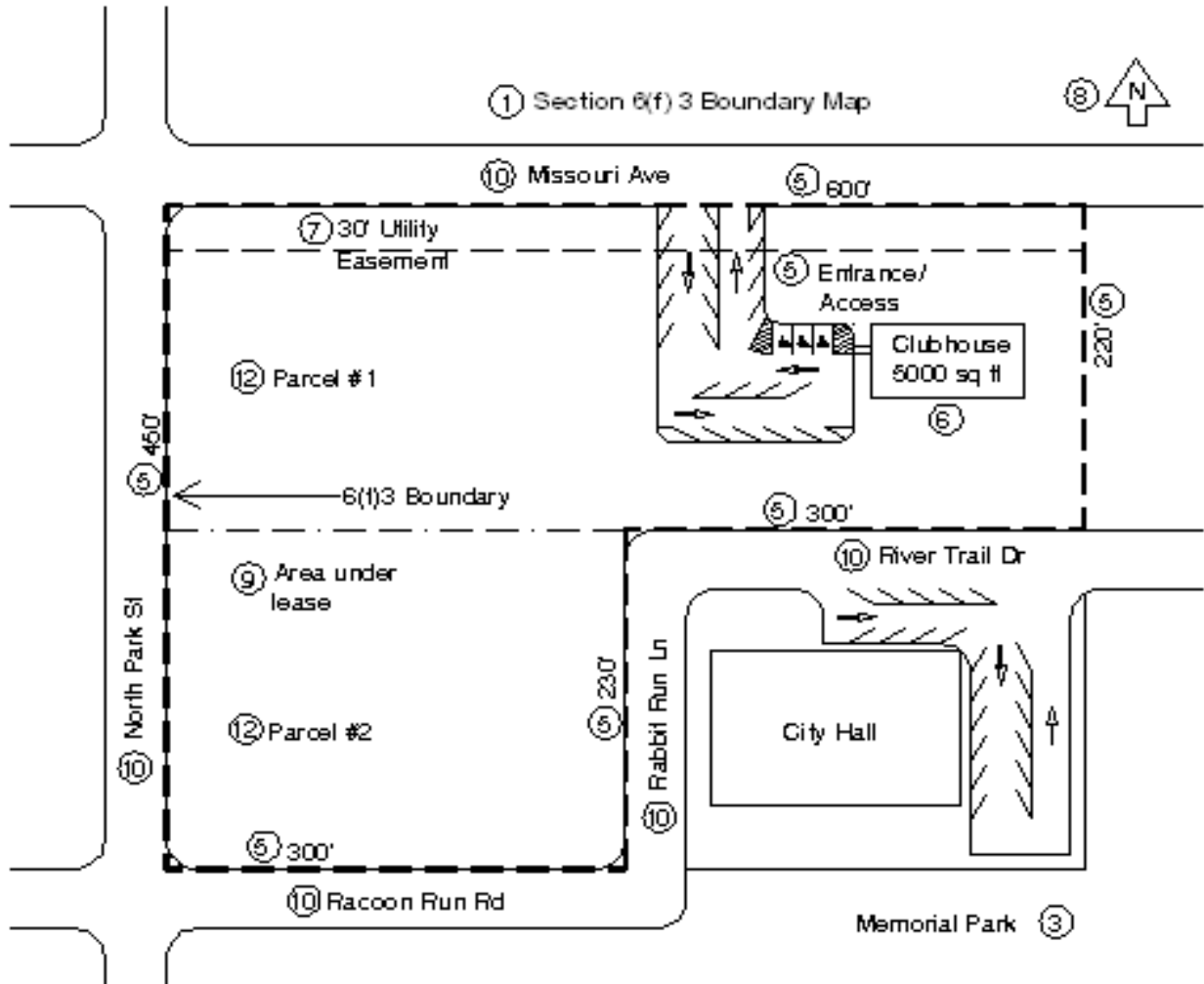
When applying for a LWCF grant, project sponsors must submit a signed and dated project boundary map which clearly delineates the area to be protected under Section 6(f)(3) of the LWCF program. **Land identified within the Section 6(f)(3) boundary must be retained in perpetuity for public outdoor recreation use.** Generally this area includes the entire park or project area where recreation is being developed, except in unusual cases where it can be shown that a facility within an area is clearly self-sustaining (and accessible) without reliance on the surrounding area. The project area must be readily accessible through a public corridor (i.e. parking lot, street, permanent public easement, etc.). **Maps should be no bigger than 11" x 17"**. Maps may be drawn on a satellite or aerial image. **Full-color images are preferred.**

Provide the following information on the Section 6(f)(3) boundary map:

- 1. Identify map as "Section 6(f)(3) Boundary Map."
- 2. Signature and date on map by the individual authorized in the resolution.
- 3. Name of park or site.
- 4. Date of map preparation.
- 5. Clearly indicate dimensions of the project area with measurements in feet on each side to effectively illustrate the area that will be under Section 6(f)(3) protection. The map needs to indicate entrance/access point(s).
- 6. If applicable, identify any pre-existing uses (buildings/non-outdoor recreation facilities) that do not support outdoor recreation and that should be excluded from 6(f) protection. Include the square footage of the non-supporting facility or area footprint. Subtract this square footage from the total square feet of the area to be protected under 6(f).
- 7. If applicable, indicate any outstanding rights and interest in the area, including easements, deed/lease restrictions, reversionary interests, rights-of-way, etc.
- 8. If applicable, include any area or resource upon which the project is dependent, even if the area/resource was not included in the project scope. An example of this would be an existing parking lot that provides the sole access to a picnic area that is being developed with a LWCF grant. The parking lot would need to be included in the 6(f) boundary and its footprint added to the total square footage.
- 9. Include a north arrow.
- 10. If applicable, indicate any areas under lease with term of at least 25 years remaining on the lease.
- 11. Indicate adjacent street names, bodies of water and any other features that could be used as identifying landmarks.
- 12. Convert the total square footage to acreage and indicate total acreage within the 6(f)(3) boundary. The acreage identified on the boundary map must be consistent with the acreage identified on the application form.
- 13. Indicate assessor's parcel number(s).
- 14. Provide the latitude and longitude of the project entrance.
- 15. Indicate the location of the development/renovation project in relation to existing facilities.

The following page provides an example of what is needed on the 6(f)(3) Boundary Map.

SAMPLE 6(F)(3) BOUNDARY MAP (MUST INCLUDE ALL DATA)



 Signature of individual
 Authorized in resolution

②

 Date of map preparation

④

 Date

 Section 6(f)3 Boundary Acreage

⑪

 Latitude/Longitude

⑬

IX. SAMPLE PROJECT RESOLUTION

WHEREAS, the _____ *(insert name of agency/public school district)* is applying for federal assistance from the Land and Water Conservation Fund for the purpose of _____ *(indicate if project is an acquisition or a development/renovation project and indicate project name)*,

NOW, THEREFORE, BE IT RESOLVED BY THE _____ *(name of agency/school district)*, that

1. *(insert name of person signing application)* of *(name of agency/school district)* is authorized to sign the application for federal assistance and any other official project documents that are necessary to obtain such assistance, including any agreements, contracts or other documents that are required by the State of Missouri or the U.S. Department of the Interior, National Park Service.
2. The _____ *(name of agency/school district)* currently has the written commitment for the minimum 55% matching share for the project elements that are identified in the application and will allocate the necessary funds to complete the project.
3. In the event a grant is awarded, the _____ *(name of agency/school district)* will commit the necessary financial resources to operate and maintain the completed project in a safe and attractive manner for public access in perpetuity, in accordance with the Land and Water Conservation Fund requirements.
4. In the event a grant is awarded, the _____ *(name of agency/school district)* is prepared to complete the project within the time period identified on the signed project agreement.
5. In the event a grant is awarded, the _____ *(agency/school district)* will comply with all rules and regulations of the Land and Water Conservation Fund, the provisions of Title VI of the Civil Rights Act of 1964, applicable Executive Orders and all state laws that govern the grant applicant during the performance of the project.

PASSED AND RESOLVED BY THE _____ *(agency/school district)* THIS ____ DAY OF _____, 2016.

ATTEST: (Clerk)

(SIGNATURE)

BY: _____
(SIGNATURE)

(SEAL)

X. ADDITIONAL INFORMATION REQUIRED FOR SCHOOL DISTRICT PROJECTS

Public outdoor recreation areas and facilities for coordinated use by the general public and by public schools, including colleges and universities, are eligible for LWCF assistance provided such facilities are not part of the normal and usual program and responsibility of the educational institution. Stadiums, stadium-like seating, and portable bleachers are not eligible for LWCF assistance. Facilities needed to solely meet the physical education and athletic program requirements of a school may not receive LWCF assistance. This policy does not preclude exclusive school use of certain facilities such as athletic fields, tennis courts and swimming pools, at certain times for instruction or competition provided the public outdoor recreation use remains primary, and there is adequate public access at other times.

A. Community/School Timetable

The project sponsor must include a schedule of the time the facility will be available to the public. Additionally, adequate signs must be installed at the site, prior to final payment on the project, indicating when the outdoor recreation facilities are available to the general public. Adequate documentation must be provided in the application that indicates awareness of an agreement to the Section 6(f)(3) provisions of the LWCF program by the school entity sponsoring the project.

B. Acting Committee

To be eligible for funding, public school districts should appoint a committee to authorize and oversee the progress of the project. The members of the group should include a school board member, a school administrator and a layperson (someone not affiliated with the school administration).

C. Community/School Agreement

A community/school agreement must be included in the application packet. If the project involves more than one community, an authorized representative from each community (such as a mayor, park director, or other authorized representative) must be included as a signatory on the agreement. The agreement should also be signed by the school administrator or president of the school board. Please use the sample agreement provided on the following page as reference.

SAMPLE SCHOOL/COMMUNITY AGREEMENT

We _____, _____, and _____ (Acting Committee) representing the school district of _____ located at _____ in the City/Community of _____, certify that the City/Community of _____ has been informed and is in agreement with objectives and goals the grant project proposal of (name of grant project) _____.

It is further certified that:

The undersigned city/community will be made aware of on-going planning for this project and given the opportunity for review.

The undersigned community will have an opportunity to review the plans for operation of the proposed facilities.

Every effort will be made to encourage the general public to use the facilities.

Exclusive school use of the proposed facilities for instruction and competition is permitted as long as the facilities are kept open for general public use at reasonable hours and times of the year according to the type of area and facility. The proposed schedule of hours of operation for general public use and the proposed hours scheduled for school activities is attached hereto and is hereby made part of this agreement.

The hours of operation and the hours open for general public use will be clearly posted at the facility at all times. Changes in the hours for school activities and hours open for general public use will be reviewed by the undersigned community.

School Representative Name _____
School Representative Title _____
School Representative Signature _____ Date _____

Name of Community _____
Community Representative Name _____
Community Representative Title _____
Community Representative Signature _____ Date _____

Notary Signature _____ Date _____

XI. SAMPLE PUBLIC MEETING ADVERTISEMENT

The Land and Water Conservation Fund Act of 1965 (Public Law 88-578), requires that citizens be afforded the opportunity to express their views concerning the recreational needs of their community. To provide a forum for discussion, an open meeting is being held at _____p.m. at

[DATE]

[LOCATION]

Sponsored by _____.

[APPLICANT]

The purpose of this meeting is to discuss the (acquisition, development and/or renovation) of recreational facilities at [INSERT PARK OR COMMUNITY NAME AND LOCATION].